



### October Newsletter

## Organizational Skills

Imagine a school morning where everyone knows what to do and is ready on time. Sound too good to be true? Well, it's possible! Organization is a skill learned over time. By teaching organization at home, your child will learn this very important skill.

Use the first three habits as a learning tool for you and your child:

#### **Habit 1: Be Proactive**

Habit 1 is about initiative and responsibility. Help your child determine what he or she will need for the next day. To start, writing a list may be helpful. Next, have your child gather the non-perishable items and put them in his or her school bag.

#### **Habit 2: Begin With the End in Mind**

Habit 2 is about visualizing how you would like something to turn out before it happens. If a smooth morning is the goal, brainstorm with your child how that will look and feel like. Your child may actually have time to do something extra in the morning if he or she is organized and you will all have a happy start to the day.

#### **Habit 3: Put First Things**

Habit 3 means focusing on the task when there's something else you would rather be doing – the hardest part of all! Help your child learn how to avoid distractions by reminding him or her that, if they stick to it, all the fun things can come right after—with no guilt or nagging!

Once children know these habits, and how to apply them, they can start tackling more difficult tasks independently. They will begin to feel self-confident and proud when they're able to complete homework, chores, and

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By Dr. John and Jane Covey



other tasks by themselves. They're also sure to be pleased when they find they have some extra free time to do what they'd like to do.

Remember, it may take time to teach your child these skills. Sometimes, it will seem simpler just to do it for them. But remember, your child won't learn how to be independent and successful if you always do it for them. Using Habits 1-3 is a life skill that will benefit them their entire lives.