



# Organizational Skills


## COMMUNICATION BUNDLE

Whether it's getting out the door on time, remembering homework, or preparing for a busy week, being organized helps students feel confident and in control. This bundle helps you invite families to support their students in organizing their time, space, and materials at home. Organizational skills aren't automatic—they're learned over time through modeling, routine, and daily habits.

### Social Media Post Ideas

**POST 1**  
**Organized and On Time**


**Suggested Photo:**  
A student laying out clothes or packing a backpack the night before.



**Caption:** Smooth mornings start the night before! Help your learner *Be Proactive* by getting ready ahead of time. Ask, "What do you need to do tonight to be ready for tomorrow?" #LeaderInMe #BeProactive #LifeReady

**POST 2**  
**Organizing the End in Mind**


**Suggested Photo:**  
A visual checklist or student-created morning routine chart.



**Caption:** Visualize a great start to the day! Ask your student, "What's your goal for tomorrow morning?" A little planning goes a long way. #LeaderInMe #BeginWithTheEndInMind #OrganizedKids

**POST 3**  
**First Things First**

**Suggested Photo:**  
A student doing homework or packing lunch while a tablet or toy waits nearby.



**Caption:** Help your child practice self-discipline by finishing priorities before play. Ask, "What do you need to do first before you relax?" #LeaderInMe #PutFirstThingsFirst #ReadyToLearn

### Signage Idea

Post leadership messages in high-traffic spots around campus to keep inspiration front and center. Try digital displays, entryway banners, bulletin boards, classroom doors, or even a banner on your school's website. Consider:

"Organizing your life **around the key things** takes away the urgent things." – Stephen R. Covey

### Monthly Newsletter Idea

Distribute the monthly newsletter on the next page in ways that meet families where they are. Distribute printed copies at school events, during drop-off and pick-up, or in student folders. Share digital versions through social media, email newsletters, or your school website.

# Organizational Skills

Imagine a school morning where everyone is ready, on time, and knows what to do. That's the power of good organization! Being organized is not something we are just born with. Being organized is something we learn with practice, support, and encouragement.

Teaching organization at home helps your student feel ready and confident. Model simple routines and give them responsibility. This will help them build skills that they can use for the rest of their lives.

Try using these three habits at home:



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

Take responsibility and plan ahead. Each night, help your student think through what they need for the next day. Making a list or laying out clothes can be a great first step.



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

Picture how you want the morning to go. Talk with your student about what a calm, on-time morning could look like. If everything is ready, there might even be time for something fun!



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

Stay focused on what matters most. Teach your student to finish important tasks—like packing up or doing homework—before playtime.

These habits help students become more independent. When they take charge of their routines and schoolwork, they can feel proud of what they can do on their own.

It can be hard to step back and let them try. So, keep it simple and take it one step at a time. They'll grow—and so will your mornings!