



Tip Sheet: Family & Children Organization

An organized home is a happy home. Yet it's hard to keep track of everyone's busy life. NAPO-NY suggests these tips to keep everyone organized:

1. Keep both an electronic and hard copy of important information for each family member. Be sure to include their driver's licenses details, social security number, medical records and physician contacts, birth/death certificates, and school records among others and keep this in a fire-resistant file box.
2. Create a master calendar. Track each member's daily activities, including how he/she is getting there and back home again, and keep it in a central, visible place.
3. Post a visible log of important information. Especially necessary for caregivers, this log should include family cell phone numbers, food allergies, doctor's and emergency numbers, bedtimes, acceptable television programs, etc.
4. Have and keep handy a folder for each child. Fill each folder with their class calendar, school contact information, and class phone list for easy reference.
5. Designate a set time for checking the backpack and pockets. Whether it's at the end or start of each day, make a habit of emptying (or, for older children, have them empty their own packs) school bags so necessary papers are signed and returned to school.
6. Basket the clutter. Provide each child with a color-coded basket to shuttle their belongings back to their room at the end of each day.
7. Outsource special tasks. Children enjoy "special tasks," so outsource your to-do list so by assigning one to each child according to skill level, i.e. little ones can help carry laundry, older ones can take out the garbage, etc.
8. Rid your home or unused toys. At birthday and holiday time, have your children give away all those toys and books they've outgrown.
9. Routinely clean out closets. At the beginning of each season, pull all outgrown clothing from your children's closets and give them away.