

# 10 Steps to Getting Your Family Organized Before School Starts

## Technology

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Create a shared family calendar for online use.

1.  Create calendar.
2.  Test if everyone can access it on their devices.
3.  Test if everyone can post and see changes on the calendar.

Clean up all computers, laptops, and mobile devices.

1.  Delete any unnecessary school documents, images and files from previous years.
2.  Copy and transfer documents you want to keep to an external hard drive.
3.  Create a folder labeled with each child's name to store files for this coming year.
4.  Update software
5.  Make sure printer is working and has ink.
6.  Make sure external flash drives/jump drives for the children have space on them as necessary.

Set up email folders for each child/school.

1.  Class/school
2.  Sports
3.  Organizations

## Home

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Create a "Command Center" for Incoming Paperwork

1.  Set up a file holder for all paperwork that needs to be signed.
2.  Create a space to post events and flyers as a reminder.

Set up a "Homework Area" for the Children

1.  Table is cleared.
2.  Extra school supplies are available.
3.  Space is available for computer, laptop, etc.

Go through kids' stored fall/winter clothes to see if it all still fits.

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Jeans/pants   | <input type="checkbox"/> Sweaters     |
| <input type="checkbox"/> Short-sleeves | <input type="checkbox"/> Long-sleeves |
| <input type="checkbox"/> Socks         | <input type="checkbox"/> Jackets      |
| <input type="checkbox"/> Shoes         |                                       |

Make sure all school and outdoor gear is in working order.

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Lunchboxes   | <input type="checkbox"/> Thermoses |
| <input type="checkbox"/> Boots        | <input type="checkbox"/> Umbrellas |
| <input type="checkbox"/> Windbreakers | <input type="checkbox"/> Hats      |
| <input type="checkbox"/> Coats        | <input type="checkbox"/> Gloves    |

Stock up on school-year pantry essentials.

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Juice boxes/bottles | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Granola bars        | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Fruit pouches       | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Snack cups          | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Crackers            | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Cookies             | <input type="checkbox"/> _____ |

## Outside the Home

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Make final arrangements for before and after school care as needed.

- Before school care
- After school care

Make any medical appointments as needed for form, physicals, routine checkups, etc.

- Pediatrician
- Dentist
- Optometrist
- \_\_\_\_\_
- \_\_\_\_\_