



## HELLO PARENTS,

Good organizational skills play an important role in achieving success in school and in life. Organizing thoughts, managing time, planning, prioritizing, and knowing how to get things done will help children effectively carry out tasks related to their daily routines and responsibilities. Positive encouragement and patience are key to helping them learn organizational skills. This newsletter provides some tips and activities on how to help your child get organized.

## ACTIVITIES

### INFANTS (3 -18 MONTHS)

#### ESTABLISH SLEEP ROUTINE

##### MATERIALS:

- Picture book or family photo
- Lullaby

##### DIRECTIONS:

- Follow your child's natural sleep pattern.
- At sleep time, make the room calm and quiet by softening the lighting and removing distractions.
- Cuddle with your child and read a book or look at some family photos together.
- Sing a soft lullaby to your infant or give them a relaxing massage.
- Put your baby down while they are still drowsy and let them fall asleep on their own.
- Routines are reassuring to babies, reinforce natural rhythms, and help infants to fall asleep on their own and sleep through the night.

[Click here](#) for 20 baby lullabies to help your little one fall asleep.

### TODDLERS (19 MONTHS – 2.5 YEARS)

#### BOOK RAINBOW

##### MATERIALS:

- Your child's books

##### DIRECTIONS:

- Together with your child gather their books.
- Show your child how each book has a different colour and help them sort the books by colour.
- Encourage your child to arrange the books on the bookshelf by colours.
- Every time after reading a book, help your child to place it back on the bookshelf according to colour.
- After a while your child will be able to sort the books independently.

[Click here](#) for more ideas.

### PRESCHOOLERS (2.5 - 5 YEARS)

#### LAUNDRY DAY FUN

##### MATERIALS:

- Laundry basket with dirty laundry

##### DIRECTIONS:

- On a laundry day, have your child collect the laundry and sort the clothes by dark and light colours.
- Together, load the washing machine and then the dryer (or hang the laundry on a line).
- When finished, ask your child to remove the clothes from the dryer or wash line and fold them.
- Encourage your child to put away their garments in the appropriate drawers and cabinets.

[Click here](#) for more ideas.

### JK/SK (4 – 6 YEARS)

#### HOUSE HELPER

##### MATERIALS:

- Paper
- Markers

##### DIRECTIONS:

- Together with your child, think of a weekly schedule with tasks that involve organizing, sorting or categorizing.
- On a sheet of paper, write the days of the week in a column with a separate task or chore next to each day.  
For example:  
Monday: empty the dishwasher and put away utensils and dishes.  
Tuesday: sort recyclables; etc.
- Your child can draw a picture of each task next to the descriptions.
- Post the schedule where your child can easily see it and refer to it often.
- Having schedules with clearly defined tasks and chores is a great way to help your child learn organizational skills.

[Click here](#) to listen to the story "Keep Things Tidy".

### SCHOOL-AGERS (6 – 12 YEARS)

#### PLAN YOUR HOMEWORK

##### MATERIALS:

- Paper
- Pencil and markers

##### DIRECTIONS:

- Create a "to-do" list with homework assignments that are due and reminders about materials to bring to school.
- Keep adding to the list as you get new assignments and homework each day.
- Cross the completed items off the list to see what you have accomplished so far.
- Try to break large homework assignments into smaller chunks. It will make projects feel less overwhelming.
- Set a designated study time each day. For example, assign one hour after you come back from school and have an afternoon snack.
- Always choose to work on the harder tasks first.
- Even if you do not have homework on a given day, review the day's lessons or work on an upcoming project.
- Conduct a weekly cleanup of your desk and backpack.

[Click here](#) for more ideas on how to get organized.



Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada

#### A TIP FOR TODAY

- Break bigger tasks into smaller steps.
- Set up activities for independent play.
- Provide suitable storage solutions for toys, art and school supplies.
- Establish daily routines.
- Be patient when your child gets distracted and help them get back on track.