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Developing good organization skills is a key ingredient for success in school and in life.

Try to establish and stick to a regular dinnertime and a regular bedtime. This will help your child fall into a pattern at home. Children with a regular bedtime go to school well-rested. Try to limit television-watching and computer play to specific periods of time during the day.

Keep a large, wall-sized calendar for the household that lists the family's commitments, schedules for extracurricular activities, days off from school, and major events at home and at school. Note dates when your child has big exams or due dates for projects. This will help family members keep track of each other's activities and avoid scheduling conflicts.

Before your child goes to bed, he/she should pack schoolwork and books in a book bag. The next day's clothes should be laid out with shoes, socks, and accessories. This will cut down on morning confusion and allow your child to prepare quickly for the day ahead.

Help your child develop organizational skills by photocopying checklist and schedules and taping them to the refrigerator. Gently remind him/her about filling in calendar dates and keeping papers and materials organized. Most important, set a good example.