

- Nov 3, 2009 -

## SCHOOL MATTERS

# Organization skills focus of Palo Alto forum

Feeling a little overwhelmed by all the clutter in your life?

On Wednesday, Lori Krolik, owner of "More Time for You," will be giving a talk called "Get Organized ... So Your Kids Can Be Too! — Organizing Strategies for Parents." She has been in business for 15 years, during which she has helped countless people, and is a member of the National Association of Professional Organizers.



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Krolik has spoken at Parent's Place and the JCC. She was very impressed at the instruction on organization, project management, and planning her child received at Juana Briones Elementary School, and at Terman Middle School in Palo Alto.

"As a middle school parent, I noticed from day one that the school seemed to continually stress the importance of good organizational skills for its students," Krolik

said. "Many parents don't have the skills to be organized in their own lives. They are overwhelmed by clutter and their lives are very stressful and chaotic."

Krolik promises to set her audience on a path to calmer lives. She does not advocate only one system of organization, since different things work for different people. "I have tried to gear my examples and resource recommendations to parents of sixth- through eighth-graders, but much of what I talk about can be applied to any family," she said. If you can't make it to the talk, here are five things you should try to do:

**1. Have a home for everything.** Have a designated spot for items that come into your home and put them there when not in use.

**2. Prepare for tomorrow the night before.** This is a job your children should eventually do by themselves. Schoolbooks, homework, sports gear, etc. should be in their backpacks and ready to go so they can avoid the morning rush.

**3. Let your kids keep their own calendar.** Your child should use their binder reminder to record social commitments and after-school activities in addition to homework assignments so they can plan how to accomplish what they need to get done.

**4. Clean up now.** When you are finished with something, put it away now to prevent the cleanup job from becoming a much bigger one.

**5. Label.** Shelves, drawers and other containers should be marked so your children know where things go and what is inside.

The talk takes place at Terman Junior High library at 7 p.m. Wednesday.

Krolik can be reached via her Web site at [www.moretimeforyou.net](http://www.moretimeforyou.net). And while on the Web, check out the new Web site for Palo Alto Partners in Education, [www.papie.org](http://www.papie.org). Mona Siegel, the new webmaster, is very excited about it.

*School Matters is happy to hear your feedback. Please e-mail any comments to [schoolmatters@paloaltopta.org](mailto:schoolmatters@paloaltopta.org) to reach Preeva Tramiel, who is writing the column this year. Look on the PTA Council Web site, [www.paloaltopta.org](http://www.paloaltopta.org), and pull down the leftmost menu, and click on "school matters" to see submission guidelines for press releases.*

*Tramiel is a former president of the Palo Alto High PTSA, and former secretary and parliamentarian of the Palo Alto Council of PTAs.*