

## Stay Organized—Write It Down!

### ■ onTRAC® Planning

#### Where Did I Write It?

Writing things down helps us—well, most of us—remember important information. *I write down everything I want to remember. That way, instead of spending a lot of time trying to remember what it is I wrote down, I spend the time looking for the paper I wrote it down on.*  
—Beryl Pfizer, writer and producer

#### It's in My Planner!

Writing things down is only beneficial when it is easily accessible (i.e., not lost or misplaced)! Thankfully, when you discuss the importance of writing things down with your child, you can encourage him or her to write important things down in his or her planner. Your child's planner is designed to be more than just a place to record homework. It can also be used to record any important information, such as personal goals, practice times, extra-curricular activities, friends' birthdays, family events, etc. Remember, recording important tasks is one of the best ways to increase the chances of getting them done.

#### Planner=Memory

Children often don't understand the connection between writing things down and getting them completed. Why not give your child a concrete example? Take your child shopping with you and orally list ten items you need to pick up. Before long, your child will probably be asking what the items are again. Point out that if your child had had a written record of the items, it would have been easier to complete the task. Relate this to the importance of recording other important tasks in a planner so that he or she remembers to get them done.



Can't remember it all?  
Free up your brain space  
and RECORD important  
events in one place.

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**Many factors contribute to a child's growth and success. Below are tips and ideas for practicing skills that promote your child's academic, social, and emotional well-being outside the classroom.**

### ■ Character

Part of growing up is learning to take responsibility for our words, actions, and choices. Work together with your child to write down all the ways your actions could positively affect others. Study the results together, and plan ways your child can be a positive influence. That way, he or she can be proud to take responsibility for his or her actions.

### ■ Health

Stress can take a huge toll on our emotional health. Encourage your child to participate in stress-relief activities, such as getting some sunlight, exercising regularly, spending time with good friends, and getting enough sleep. When your child finds an activity that works particularly well, encourage him or her to write it into his or her daily schedule.

### ■ Anti-bullying

One important way to combat bullying is to help children recognize and appreciate everyone's individuality. Have your child think of some of the unique qualities that he or she has and record them somewhere that is visible each day. Encourage your child to be proud of being unique and to celebrate that uniqueness in himself or herself as well as in others.

### ■ STEM

Clean water is a precious commodity! The water that most of us get through the tap is from treated surface water (such as lakes, rivers, or dams) or from groundwater (underground aquifers). Neither source is unlimited! Encourage your child to think about ways he or she can reduce the amount of water he or she uses and write down a goal to do so.

### ■ Study Skills

Solving a math problem is much like setting a goal or planning out a project. First, you must understand the problem (Think). Then you need to write out a plan of action (Record). Next you should act on the solution (Act), and, finally, you need to check to see that the answer makes sense (Check). In problem solving, planning, or life, stay onTRAC®!

### ■ Learning Strategies

Cooperative learning is important, but it can also be frustrating. Help your child to develop skills, such as good communication, personal accountability, and good planning, which will help him or her be successful in a group setting. Ask your child to come up with other examples of skills that would be an asset when working together.