

# Pointers For Parents

## Let's Get Organized

(NAPSA)—Helping your child get more organized is a gift that will keep on giving throughout their life. Not only are their grades likely to improve but they will have more time for other activities.

Some even believe that being more organized can lead to higher self-esteem and better performance in other areas, such as social life.

Here are a few tips :

- Select a special location for studying. It should be a quiet place, free of distractions.

- Create a study schedule so your child does homework at the same time each day. Remember, the best time to study isn't always right after school.

- Make sure the work area is free of clutter. Having a clean, well organized workspace can make it easier to concentrate.

- Make a to-do list. By helping your child make a list and go over each assignment, your child will learn how to prioritize and prepare for deadlines.

- Color code the notebooks and materials used for each subject. This will help to readily identify materials in lockers and book bags.

- Keep old homework assignments and tests filed away. Only new assignments should be kept in a book bag.

Many manufacturers have developed new school products to help students study more efficiently, while saving both time and space by eliminating clutter.

One company, Manco, Inc. has developed several new Duck brand products that are lightweight, easy to use and take up less space, which makes for a



**Good organizational habits start at an early age. With the help of several new products, kids can practice these organizational skills both at school and at home.**

more organized workspace.

For example, its Multi-Mount Tape Dispenser is a feather-weight tape dispenser with a non-adhesive MicroSuction base. Miniature suction cups allow it to be secured firmly on both vertical and horizontal surfaces.

Another product, the Duck brand Micro Tape Dispenser is the world's smallest roll of tape. It's so small it can fit virtually anywhere—even pockets. The Micro holds 400 inches of 1/2 inch diameter tape.

To learn more, visit [www.duckproducts.com](http://www.duckproducts.com).