



**The Best
Defense is
a Good
Offense**

Get Organized





CHECKLIST

- Create Files
- Create Calendar
- Receive a copy of your child's class schedule

Save More Money by:

- After comparison shopping, book hotel rooms to lock in the most favorable, lowest price.
- Searching the entire internet for the best airline price and booking with sufficient time to afford you the best price.
- Planning ahead with sufficient time to utilize normal mail and shipping services rather than the expensive next day options.

YOUR CHILD WILL be living independently for the first time and you can expect to receive phone calls about everything and anything.

Once Kate called to ask, “Mom, how do you get spaghetti sauce out of a blouse?”

Ann called when someone hit her car in the parking lot and needed to know how to go about filing an insurance claim.

Beth called asking me if I could retrieve her resumé from the computer or if I had one I could email to her. Another time, she needed to know for the BU Crew Team physical the exact days she had chicken pox in first grade!

Little by little I got more and more organized and now the most unusual request can be answered or handled easily within minutes instead of hours.

CREATE A FILING SYSTEM

- It is imperative that you create a filing system specifically for your child's college and all correspondence and materials related to it.
- Purchase a set of 12 pastel colored hanging files and label them: Bank Accounts, Brochures, College Guide, Credit Information, Correspondence, Housing, Insurance, Maps, Medical, Miscellaneous Travel and Tuition. Should you need to retrieve information from them and you are not at home with your files, it's far easier to tell someone over the phone to find the purple folder marked Medical.
- Inside each folder write the point of contact person and phone numbers.



Make copies of all documents that you give to the college and IMMEDIATELY FILE them. This includes checks and other forms of payments.



CREATE A YEARLY CALENDAR THAT LISTS . . .

Move into Dorms/Housing _____

First Day of School _____

Parents Weekend _____

Thanksgiving Vacation _____

First Semester Final Exam Dates _____

Semester Break _____

Second Semester Begins _____

Spring Break _____

Second Semester Final Exam Dates _____

Last Day of School _____

Date Tuition Checks Due–1st Semester _____

Date Tuition Checks Due–2nd Semester _____

Other Important Dates _____

STUDENT'S SCHEDULE

	Monday	Tuesday	Wednesday
8:00 AM			
9:00			
10:00			
11:00			
12:00 PM			
1:00			
2:00			
3:00			
4:00			
5:00			
6:00			
7:00			
8:00			
9:00			
10:00			

STUDENT'S SCHEDULE

Thursday	Friday	Saturday	Sunday



- Keep a copy of the student's schedule. If there's an emergency, you will not only know where to reach your child, but possibly which professor needs to be contacted.
- If need be, highlight calendar information with a colored marker to distinguish your college bound child's schedule and special dates from others.



Have your child assist in getting organized. Students need to develop both good organizational skills as well as the ability to prioritize their time to do well in college.

