

What to keep & What to toss as you Organize Your Kids Keepsakes and School Papers

If you wonder how many of your child's school masterpieces and papers you should keep, you are not alone. In my years as a professional organizer, I have found that so many of my young Mom clients worry about this issue. Not only this, but they wonder how to best store the mementoes and papers they have decide are keepers. Lucky you...I have a great solution:

Tools Needed to Organize Kids School Papers one child at a time!

- One (1) portable filing bin that accommodates hanging files (see the photo on page 2)
- Twelve (12) hanging files and file label tabs (one color per child / box)
- One (1) 24 quart sized plastic box for collecting the "probable" paper masterpieces throughout the term

Tools in Place? Organize Those Papers

Now that you have your tools ready, I suggest to you that you begin by teaching your children an important life skill:

1. Proudly display their UPMOST favorites for a week. Then THEY will make the decision about whether it stays or goes. Allow your kids to make these decisions all year long as they bring school work home so they become masters at the decision making "best stuff" concept.
2. Allow your child to select his/her most valuable papers to store (with some input from you of course). By doing this, you are teaching your children a very necessary life skill. "We only have so much storage space for these, so select only those that are most valuable to you."
3. Some questions you might pose to help them out include: Do you love it? Were you VERY proud of yourself for accomplishing this? Does this make you SMILE BIG when you see it?
4. At this point they are only selecting the probable keepers to place in the 24-quart sized clear plastic box that will be stored in their closet. At the end of each term you will gather your family together for each of them to make final decisions. (In our family, we did this at our regularly scheduled Monday night family time.)
5. Narrow down each child's masterpieces to 10 items per term. It will be hard for them at first, but within a short time period they will become masters at it! Allow your kids to make these decisions all year long as they bring work home so they are comfortable with the decision making concept.
6. Categorize your twelve (12) file folders so they make sense to you and your child by using the suggested categories listed on page two (2).

Organize Kids School Papers: Who are you keeping all this "stuff" for anyway?

As I'm sure you can guess I am NOT one of those Moms that kept every piece of artwork or schoolwork my child did in school. I'm just not sentimental that way. YOU are keeping these papers to give to your kids when they are older and leave your home for a home of their own. I have found that the portable file box we made for each of my children to *organize their school papers* was more than ample. Ask anyone with kids who have left home. Young adults are not interested in loads of keepsakes. SO...keep only their best to pass on to them!



Your Child's History

from Birth to High School Graduation

1. **Under-Bed Box** = This box is your “child’s treasure chest”. It has limited storage so be very selective. Collect and store preferred **memorabilia items** such as:

- A favorite toy
- A favorite item of clothing
- A favorite book
- A pair of baby shoes
- Scouting bandello
- Award ribbons
- Trophy
- Etc.



2. **Portable Hanging File Box** = There are 2 types of school papers you should keep. Those that 1) are your child’s firsts & bests and 2) those that illustrate her personality and her premium interests. Organize all saved paper-type items into loose chronological order in a portable hanging file box. Limit to **only** one box per child. Be sure to mark each paper with your child’s age, and name or initials. Hanging file folder labeling options include, but are not limited to:

- Birth → Preschool
- Kindergarten → Third Grade
- Fourth → Sixth Grade
- Middle School/Jr. High
- High School
- Report Cards
- Awards & Certificates
- Cards & Letters
- Sacred
- Scouting
- Other



3. **Photo Album** = Pictures are contained in a photo album OR photo box of your choice & labeled as time permits either chronologically or by topical categories.

The above noted containers can be presented and looked trough as a family at a “This is Your Life Party” within a month of your child’s high school graduation...Reminisce about the good ol’ days together & celebrate your graduate’s hopes for the future.

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Keepsakes & School Papers Mastery Set!

Visit my website www.organize-utah.com at any time for more organizing tips & techniques.

I offer other helpful organizing products. You can find them at

www.organize-utah.com/the-organizing-store/ Included there are my:

- ❖ **Vital Records “Grab & Go” Binder Kit** *(includes 8 essential needs categories + 25 forms + detailed instructions for you to add your own personal information)*
- ❖ **Household / Family Manager Binder Kit** *(includes 5 essential categories + 20 templates + detailed instructions for you to better manage your home, meals, family, time, papers, etc...Are you ready to rise above confusion with my best advice for busy mom’s!)*
- ❖ **Home Organizing Mastery Sets** *(a multi-page download with immediate delivery = a great time-saver if you are ready to organize specific areas of your home, schedule, and life)*
- ❖ **Business Organization Mastery Sets** *(a multi-page download with immediate delivery = a great time-saver for the small-business owner: data, email, paper, spaces, time)*
- ❖ **Holiday Manager Binder Kit** *(to be available October of 2012)*
- ❖ **Wedding Planning Binder Kit** *(to be available May of 2012)*
- ❖ **Other terrific organizing specialty products** *(visit the link above to view details)*

*Enjoy the journey as you
organize your children's
keepsakes and school papers.*

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