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jp.

JEFFREY PHILLIP®

**GOOD HOUSEKEEPING**  
SEPTEMBER 2016



# YOUR GUIDE TO BACK-TO-SCHOOL ORGANIZING

The perfect fall refresh in four easy steps — even if you're only a student of life



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September signals a return to the grind, making it the ideal time for a pulse check on your organizational strategies. Address these trouble areas, and you'll work smarter and more efficiently all year.

## 1 REESTABLISH ROUTINES.

It can be hard to keep on top of family responsibilities, which is why you should try to plan as much of the week as you can on Sunday evening — who will handle school pickups, the dinner menu and appointments. Try the app Cozi for a streamlined family system — it syncs up with multiple phones and includes color-coded calendars, to-do lists and even daily schedules each family member can access through a tablet or phone.

## 2 DESIGNATE A WORK ZONE.

Set up an area that is comfortable, with ample lighting to prevent both eyestrain and the desire for a siesta. Create a "work radius" around it, free of visual clutter and distractions like the TV or a tablet. Likely to daydream or get interrupted by kids? Try facing your desk so you look out a window or toward a wall versus into the room, or opt to create privacy with folding room dividers or freestanding bookcases.



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**GET THE LOOK** | Vilmar **chair** in orange, \$29, and Melodi Pendant **lamp**, \$10, [ikea.com](http://ikea.com). Maxwell Metal **desk** in white, \$130, [hayneedle.com](http://hayneedle.com). Kenroy Home **floor lamp** in chrome, \$150, [target.com](http://target.com). Venice Shaggy **rug** in gray, from \$60, [rugsusa.com](http://rugsusa.com).

## 3 GIVE DEVICES A "PHYSICAL."

It's time for a computer cleanup! First, remove any unused apps and old photos and messages from your phone, tablet or laptop. This will create extra storage space on your device and also help you catalog the files you've amassed during the summer. Try an app like Evernote, Google Drive or Dropbox to help you store files and images you may still need to access at home or on the move.

## 4 SOUND THE ALARM.

With so much on our plates, we can often end up running out the door and forgetting something. Go a step beyond written reminders and set a series of alarms on your phone that will force you to take action shortly before you leave the house, whether you're rushing for the morning bell or heading to a meeting. You're guaranteed to depart fully equipped for whatever you face in the day ahead.

### WRANGLE SCHOOL PROJECTS

Artwork, A-plus papers and permission slips can pile up fast. Save the memories, not the mess, with these genius solutions.

### DISPLAY FAVORITES.

Choose a frame from Li'l Davinci by Dynamic Frames — the sleek style allows you to show off your child's art while storing up to 50 other pieces in its frame. Another solution? Sleek acrylic frames from Wexel Art, which feature an easy slide-in that lets you showcase your kid pride while keeping walls intact.

### STORE THE REST.

Get techy and convert your cherished masterpieces into digital art with a handy app like Artkive or Keepy. Artkive turns kids' art into digital files or even a book, while Keepy arranges a time line of artwork, tests and more and allows you to share a digital archive with friends and family.