Online supplement to

The Organized Child

An Effective Program to Maximize
Your Kid's Potential—in School and in Life

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Creating Your Own Planner through a Print Shop

You can have a copy shop bind a planner relatively easily, so that you have a more durable, longer-lasting version than the handmade one described in the Appendix of the book. You will probably need three of these planners for a school year of 180 days. The Assignment and Test Calendar pages and the Daily Assignment Record (DAR) pages should both be visible when the binder is opened and lying flat, as shown below. A child will use this planner as follows: filling in the DAR for the day; then coming home and filling in items on the appropriate Assignment and Test Calendar; and, when these two tasks are done, tearing off the filled-in DAR page so that a new, blank one is ready for the next day.

Take 1 clean copy of each of the following forms to the copy shop:

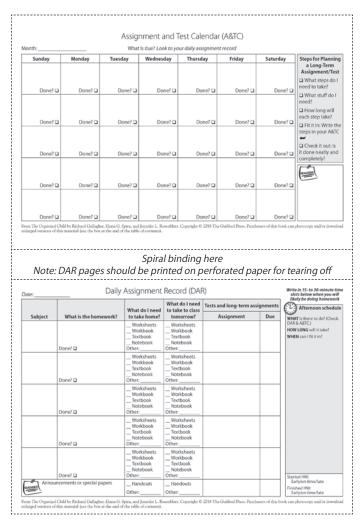
- Daily Assignment Record (DAR), printed in landscape orientation.
- Assignment and Test Calendar, also printed in landscape orientation.
- Personal Calendar card, in one of the two formats presented in Chapter 9 of the book.
- Task-Planning Sheet.

On the next page are the instructions to provide.

Using a spiral binding (wire is more durable than comb) and heavy stock covers, assemble the planner so it looks like this:

■ 3–4 copies of the Assignment and Test Calendar, with dates filled in for the next 3–4 months







- 75 copies of the DAR
- 1 copy of the Personal Calendar card (on card stock)
- 10 copies of the Task-Planning Sheet
- 1. Bind 3–4 copies of the Assignment and Test Calendar into the planner so they are visible on the left-hand side when the planner is open to the first DAR page. Be sure the current month is on top (see the diagram above).
- 2. Bind 75 copies of the DAR, printed on paper with a perforation at the top edge, so that they are visible on the right-hand side (see the diagram).
- 3. Bind the bottom edge of the Personal Calendar card, printed on card stock and cut to size, between the Assignment and Test Calendar and DAR pages (so that it's visible when the planner is open to the first DAR page).
- 4. Bind 10 copies of the Task-Planning Sheet into the planner underneath the Assignment and Test Calendar pages.