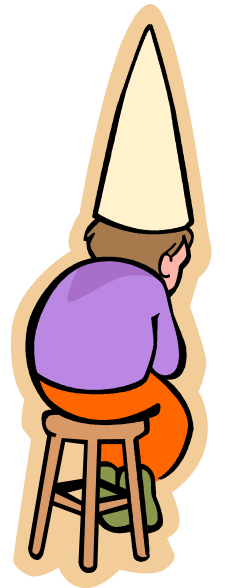


S.O.S.!

Student Organization Skills!

Or

Save Our Students!



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Agenda

- Introduction to Organizing Concepts
- Executive Functioning
- School
 - Locker & Backpack
 - Traveling Paper System
- Home
 - Study Environment
 - Filing System
- Time/Task Management
 - Understanding time
 - Use of Planner
- What Can You Do?
- Q & A

Why are you here?

Problem

- Disappearing paper trick
- Forgets assignments
- Last minute cries for help
- Papers a mess
- Planner? What's that?

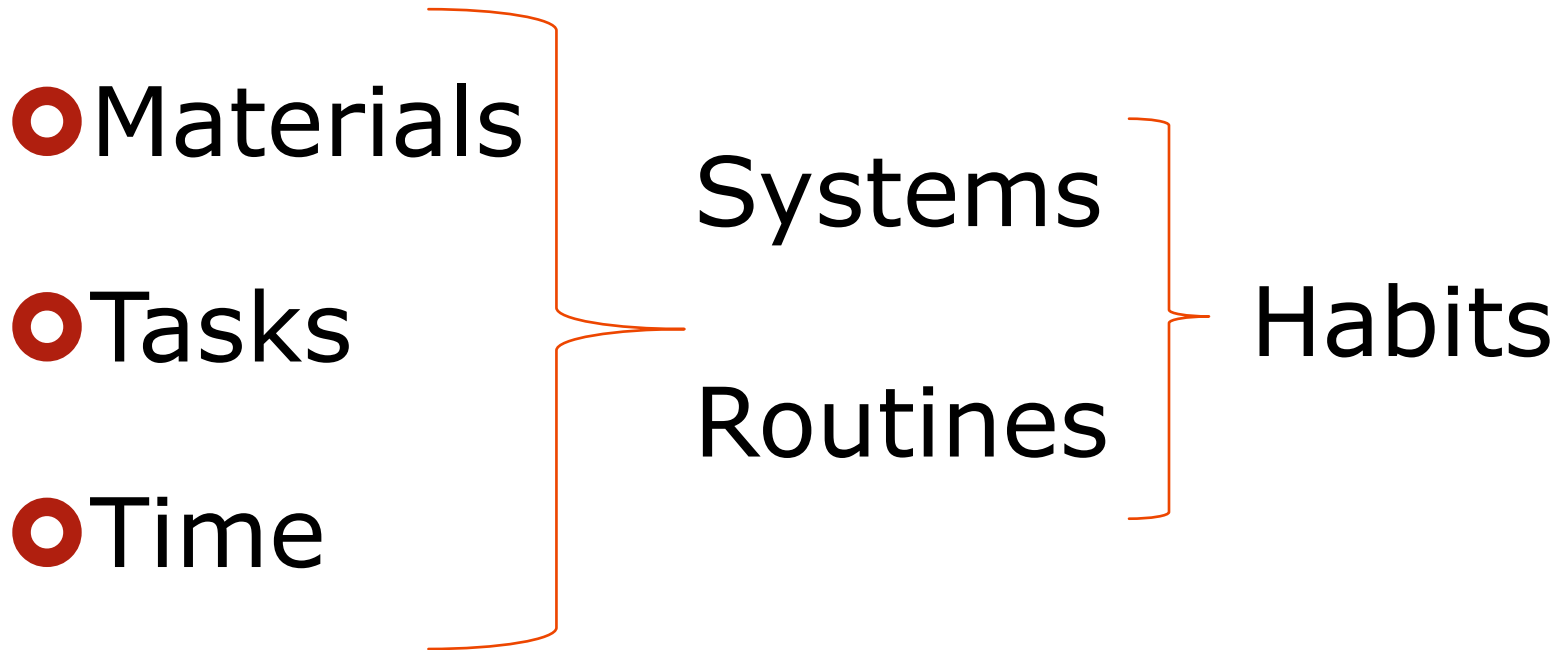
Desired Outcome

- Child be successful
- Better grades
- Less stress
- Household peace
- Increase confidence in abilities/self esteem

*"Organizing is what
you do, before you do
something,
so that when you do it,
it's not all mixed up.*

Christopher Robbin (Winnie The Pooh)

Organizing Basics



Being Organized is a SKILL

- Not just for those born with the “organizing gene”
- Concepts can be learned
- Takes practice and repetition

- Like learning to brush teeth
 - Carved out time
 - Reinforced it daily
 - Identified motivators



The Middle School Transition

- Changing classrooms
- Adjusting to requirements of multiple and varied teachers
- Keep papers ordered by class
- Break down long term projects and complete them on time
- Need to figure out what need to bring where and when
- Transport materials between class, locker and home
- Hand in homework without being asked

The Brain's C.E.O. Executive Functioning

- Sequence
- Categorize
- Prioritize
- Cause & effect; understanding consequences
- Behavior inhibition
- Focus
- Ability to plan and decide
- Smooth transitions
- Working memory
- Recall

Executive Dysfunction = *have trouble with ...*

- Planning a project
- Retaining information
- Prioritizing
- Keeping track of time and more than one thing at a time
- Procrastination and Motivation
- Transitions
- Inhibiting behaviors socially
- Finishing work on time

Backpacks & Lockers

- ❑ Sort
- ❑ Purge
- ❑ Assign a home
- ❑ Containerize
- ❑ Equalize



Traveling Paper System

- Sort
- Purge
- Assign a home
- Containerize
- Equalize



Traveling Paper System

Option #1: Binder

Routine

- 2-3 inch ring binder (s)
 - Sections for each class
 - Replaces spiral notebooks
 - Plastic pocket dividers
 - Reinforced notebook paper
- Class notes, worksheets, handouts dated & filed chronologically
 - Store homework & loose papers in divider pockets per subject at school
 - At home "equalize": hole punch paper and insert in subject section
 - Or, use 1 pocket for all HW assignments & papers for parents, "to home" and 1 for all completed assignments & papers "to school"

Traveling Paper System

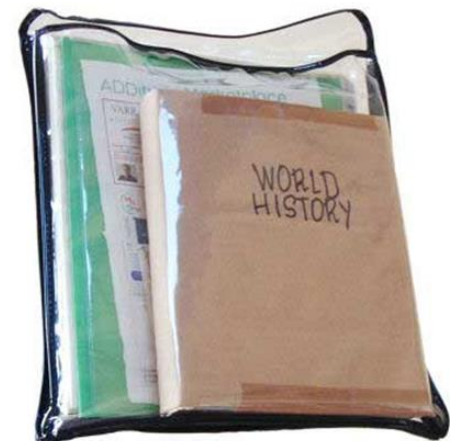
Option #2: Accordion File

- Use if uncomfortable writing in ringed binder
- Label sections for each class
- Label additional sections for planner, homework
- Use spiral notebook for each class to take notes
- Store handouts in class pocket or glue in notebook

Traveling Paper System

Other options...

- 2 binders – if AM and PM schedule remains the same
- Multiple 1" binders for each class with plastic pocket dividers
 - sections: notes, HW, handouts, tests/quizzes, blank paper
 - only bring home what need, but more to keep track of
- Subject Sleeves: www.deltaplanner.com
 - Group class items



Home Study Environment

Create a study space comfortable for child

- Kitchen table – model by keeping it uncluttered
- Desk in room – teach how to keep uncluttered (SPACE)
- Other parts of house (desk or no desk)
- Keep school supplies at hand
 - portable box, dining room sideboard, desk drawer

Home Study Environment

- Minimize distractions
 - TV, texting, some music OK
 - Siblings
 - Social Media, internet
 - Stop Distractions www.stopdistractions.com
 - Freedom www.macfreedom.com

Students Can File Too!

Where?

- Desk top filing system
- Desk drawer
- Stay-at-home binders

How?

- Transfer papers from TPS, after unit of study is complete or at end of quarter
- Keep in chronological order

Why?

- Lighten load
- Easy retrieval of information for exam study
- Teaches decision making, patterns, categorization
- Supports independence: file own schedules, instructions, hobbies

Focusing Strategies for “Equalizing”

- Color code sections
- Limited time frames 15/5
- Music playlist for set time
- Stand, dance, bounce
- Create a song or rap
- Remove or cover up distractions
- Encourage surface/spatial awareness
- Use both hands
- Body double

Managing Time & Tasks

The ability to...

- Know what needs to be done & schedule enough time to get it done & on time
- Prioritize tasks, commitments and responsibilities
- Plan steps sequentially

Accomplish by...

- Ability to feel passing of time
- Gauging accurately how long things will take
- Taking into account the unexpected

Build Awareness of Time

- Use analog clock, time timer, www.timetimer.com
- Play a game: guess how long a song is or test how long a minute feels while doing a simple activity, i.e. running in place
- Estimate assignment time & time how long it actually takes
 - Do this for a week in planner
 - Will help plan homework & study time
 - ET = Estimated Time
 - AT = Actual Time
 - O = order do

Transition Time

- The time it takes to move from one activity to another
- Time to recover, clean up
- Time to gather supplies/materials needed for next activity
- Time to just chill
- For example; when leaving for school, between classes, exiting school, school to activities, work to home, study time to bedtime

- Can be most vulnerable time!

Transition Time Strategy

- Slow down!
- Plan & structure transitions
- Be aware, conscious
- Ask self these kinds of questions:
 - "Is everything in the right place?"
 - "Is there anything I've left behind or misplaced?"
 - "What things do I need for what's coming next?"

Redefining the Agenda

- Consider it a Planner!
- Agenda = only a list maker
- Want to keep track of all (personal & academic) responsibilities, tasks, appointments in one place

Using the Planner

Step 1: Identifying Study Time

- Note all after school & weekend activities
 - Social life, special events, family responsibilities, jobs, dinner
- Calculate time frame of activities by accounting for transition times; e.g.; travel time, down time
- Block out available time for homework & study

Using the Planner

Step 2: Planning homework

- Note all assignments & due dates, highlight quiz/test dates
- Note time to complete daily homework assignments
- Note time to study for upcoming quizzes/tests
- Ability to feel time and estimate how long things take required

Using the Planner

Step 3: Long Term Projects

- Review description of project from teacher
- Note due dates in planner
- Break down project into steps = “chunking”. Make a list of steps.
- Block out time in planner to complete steps, working backwards from due date (s) to determine what to do by when

Golden Rule

ALWAYS EXPECT THE UNEXPECTED!

- Create a cushion in schedule by
 - planning to complete project 1-2 days earlier
 - Planning to study for tests earlier than the night before

Options for Planning

- School Agenda
- Academic Planner, www.orderoochaos.com
- Post-it calendar
- White board
- Electronic programs, www.studyminder.com,
www.skoach.com

The screenshot shows the Skoach website homepage. At the top, the logo "skoach" is displayed with the tagline "unlock your inner planner" and the subtitle "a unique time management tool that works the way you do". Below the logo is a navigation menu with links for "HOME PAGE", "TOUR", "FREE TRIAL", "LEARN MORE", "SUPPORT", "ADHD", "COACHES", and "LOGIN". The main content area features the heading "The Online Planner" and a sub-heading "Task planning and scheduling has never been this easy!". Below this are several bullet points: "Integrated task-list and calendar", "Colored time-blocks provide clear structure", "100% web-based", and "Text message and email reminders". A prominent "TOUR" button is visible. To the right, there is a "Free 14-Day Trial" offer with a "Sign Up" button. The bottom section includes "Testimonials" and a "Family Tasks for This Week" calendar view.



The screenshot displays the Study Minder Homework System software interface. The window title is "Study Minder Homework System". The interface includes a menu bar with "File" and "Tools", and a toolbar with buttons for "New Assignment", "New Event", "Open Reminders", "Clear Schedule", "New Study Time", "New Class", "New Task", and "Clear Schedule Item". Below the toolbar is a "Calendar" view showing a weekly schedule from Sunday, May 22 to Wednesday, May 25. The calendar grid has time slots from 5 AM to 12 PM. Various colored blocks represent tasks and events, such as "Study Time" (green), "Homework" (orange), and "Break" (blue). A "Study Time" dropdown menu is visible on the left side of the calendar.

What Can You Do?

- Be positive & reinforcing, refrain from criticizing.
- Assist in creating the system & reinforcing the routines to keep the system going.
- Hand over control where possible.
- Be a role model. Demonstrate systems and routines in other areas of your home/family, e.g. family calendar, household routines.
- Carve out uninterrupted time to reinforce ideas & help maintain.
- Explore what motivates them, provide incentives or consequences as needed.
- Communicate investment in their success by staying with it.

The Bottom Line...

- Be Patient, Persistent, expect Resistance.
- Kids can understand WHAT to do, just may not be able to DO it.
- You are their “Safety Net”.

Resources:

Books & Websites

- Dawson, P., & Guare, R. (2009) Smart But Scattered: The Revolutionary "Executive Skills" Approach to Helping Kids Reach Their Potential, New York: Guilford Publications.
- Goldberg D. (2005) The Organized Student: Teaching Children the Skills for Success in School and Beyond, New York: Fireside.
- Kutscher, M. & Moran, M. (2009) Organizing the Disorganized Child: Simple Strategies to Succeed in School, New York; Harper Collins
- Carter, C. (2011) Organize Your ADD/ADHD Child: A Practical Guide for Parents, London; Jessica Kingsley
- ADDitude, www.additudemag.com
- Children and Adults with Attention Deficit Hyperactivity Disorder (CHADD), www.chadd.org
- Smart Kids with Learning Disabilities, www.smartkidswithld.org

Resources

Organizing Tools & Products

- Time Timer, www.timetimer.com
- WatchMinder, www.watchminder.com
- www.Stopdistraction.com
- www.Macfreedom.com
- Ifocus on Work, www.ifocusonwork.com
- Google Calendar, www.google.com/calendar
- Post-It Calendar and Picopad Wallet, www.amazon.com
- Nack-Its, www.Nackit.com
- Delta Planners' Student Sleeves, www.deltaplanner.com
- Focus Booster, www.focusboosterapp.com
- Studyminder, www.studyminder.com
Homework organizer that keeps track of work times
- Skoach, www.skoach.com
Homework planner
- Simply Noise, www.simplynoise.com,
Smart phone app.