



CEDAR
INTERNATIONAL
SCHOOL
BRITISH VIRGIN ISLANDS

The Solution Studio

Knowing How to Organise and Plan



Organisation

- A vital component of students' self-management skills. It includes organising time, belongings and information.
- This skill increases in importance as students get older.
- Organisation skills rarely develop naturally; they need to be taught and supported.
- The goal of organisation is to find what you need to get the job done.
- It takes time and adapting to find what works for your child and family – but the results are worth the initial time invested in developing effective organisation strategies.

Involve your child when setting up organisational system so they are invested and allowed to make choice and decisions.

Organising Time: Knowing what to do and when to do it.



Strategies to Help:

- Make a calendar-they offer multi sensory learning opportunities as a visual record of activities.
- Student Planners-encourage your child to consult their planner every day as a tool to see if they have to prepare for any upcoming events, to see when homework is due.
- Use a Stopwatch/timer-this helps to keep track of time & as a reminder of the passage of time. Analogue clocks help show duration and remaining time.
- Develop Work Habits- Set up routines so homework is done at a set time each day.
- Organise backpack & clothing the night before.
- Have regular family meetings to share schedules and make plans.

Source: www.additudemag.com

Organising Space: Knowing how to utilise your workstation.



Strategies to Help:

- Have a designated space for completing homework.
- Stock up with supplies.
- Ensure everything is put away after use so area is kept clean.
- Make sure there is good lighting.
- Ensure the space is comfortable & inviting.
- Limit distractions during homework time.
- Use accordion file to store mail, chargers for electronics and other things that clutter up rooms.
- Create checklists for younger students- day by day list of equipment needed in school & stick to front door.

Organising Materials: Knowing what you need and where to put it.



Strategies to Help:

- Provide a place for everything—a box for school supplies, a shelf for books, a bulletin board for announcements, an under bed box for old artwork and papers
- Model a ‘handle it once’ policy.
- Create a filing system—set up color coded file system, including color coded files for school.
- Have a weekly clean-out. Check belongings daily & help organise them weekly. Encourage a ‘Once a week’ clean out and reorganise back packs, assignment notebooks and work binders.
- Use an accordion file to store non-current study notes & handouts ready for end of year exam study.

Source: www.understood.org

"Organizing is like putting a puzzle together, you have to gather up all the pieces, sort the ones that are similar into groups and then place them together in just the right places."

Christina Scalise, OrganizeYourLifeAndMore.com