

Organization Tips

Here are some tips to help you get organized:

- use visual planners, checklists, post it notes and break tasks down into manageable steps to help improve your planning skills
- time management techniques such as setting timers, using schedules, and prioritizing tasks can help you develop time management skills
- practicing mindfulness, self-calming techniques, and social-emotional learning programs can support you in regulating your emotions and behaviors
- utilizing strategies like chunking, repetition, and mnemonic devices can help in strengthening your working memory skills to retain information
- To make it easier to identify and find your school subject materials, color coordinate them - all math items are red, all science are blue, all social studies are green, all language arts are purple, all art are yellow, and all computer are black. That means you have a red folder, a red notebook, a red binder and a red book cover for your math class. You also outline all your math classes on your school schedule in red. When you have a math test, you write it in red on the calendar. Do the same thing with your other subjects.
- Use a checklist mounted in a very visible spot to remind you to mark your checks. Put all the tasks that you need to remember to do every day like brush your teeth, putting your homework in your backpack, cleaning your lunchbox, putting away your toys, do your homework, study for your test.
- Use a timer when doing your work. Set it for 25 minutes. When the timer dings, take a 5 minute break - set the timer, but NO screen time! You can get a snack, use the bathroom, get a drink. When the 5 minutes are up, go back to work, set the timer for 25 minutes again. Repeat this until your work is done.
- When you're in school, ask your teacher to repeat directions, break tasks into smaller bites for you, use start here and stop here arrows. Use post it notes to help you mark spots where you find information in books. Write small clues on the post it notes like "quote from author" "clue from story"

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- When you have a project for school to complete, do the following steps.

1. get your calendar
2. On the day you get the assignment write “Start Project”.
3. On the day you must bring the project to school write “Bring Project”.
4. Now count how many days are in between “Start Project” and “Bring Project”.

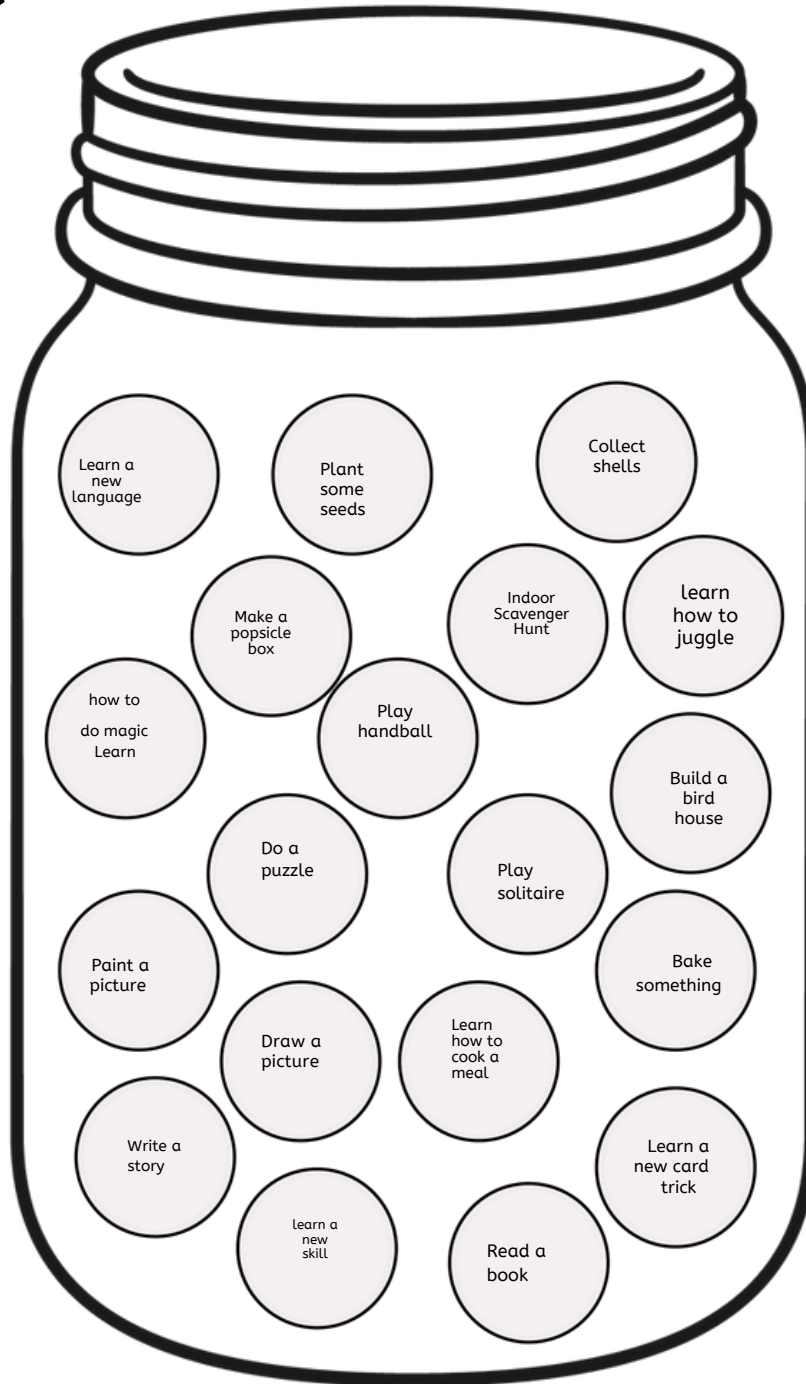
That is how many days you have to complete the project.

5. Depending on what your project is, will decide how much time you have to read, research and write up your report.
6. You need at least 2 days before you hand in your project, to write your project.
7. If you have a book report to do, you will need 3 days to read the book, 2 days to outline what you want to say about what you read / what the book is about and 2 days to write the book report in your best hand writing. That’s 7 days.
8. If you are doing a research report, you will need go to the library to get a book on your topic (1 day). Then you need to read the book (2 days). Next you have to write out what your topic is about (2 days). Finally you write up your final copy of your report (2 days). That’s 7 days. If you write on the calendar everyday what you have to do for your project, it will keep you on task and you will hand your projects in on time.

Jar Ideas

Activity

enjoy every moment.





MY CHECK CHART



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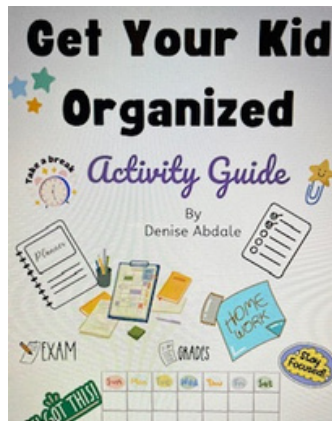
SAT



I DID GREAT!



For more ideas on how
to help your child:
get the Activity Guide



and visit my website
<https://deniseabdaleauthor.com>

