

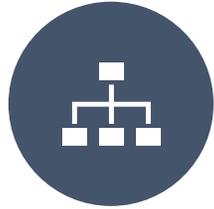
Organizational and Time Management Skills

Setting Students Up for Success Now and in the Future

Michelle Curtis, Occupational Therapist

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Topics Reviewed:



What is organization and why is it important?



Activities/strategies to improve organizational skills



Time management strategies



Workstation ideas

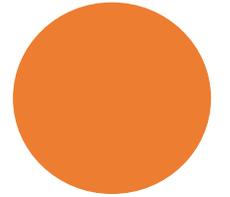


Questions??

What is organization?

Organization involves the ability to establish the tasks that you need to do, by when and how.

Part of organization is understanding the requirements of the task. Being 'organized' is a crucial skill not only for academic success but for life.



Why is organization important?

Organization is an important aspect in play, language, social interaction, personal management and academic task performance.



Organization is typically a skill that needs to be specifically modeled, supported by sensible structures and reinforced by realistic routines.



Organization is important to develop a structured and consistent approach to tasks at all times.

What can be
done to
improve
organization?

Use visual cues

Establish and stick to a routine

Break large tasks into smaller ones

Practice makes perfect

Visualization

Think in reverse: When it is hard to know where to start, start with the end in mind and work backwards to see if the items or steps can be recalled in reverse.

What home activities can improve organizational skills?



To Do lists (prioritizing items on the list)



Using an Agenda



Sequence homework or chore activities together



Assign chores that involve sorting or categorization



Cook together



Use CLEAR containers and closet organizers. Help your child to physically organize their room/workspace.



Gently highlight challenges

What technology support organization?

- **Sticky notes** - exactly like a physical yellow post-it but electronic.
- **Sync calendars and devices**
- **Alarms, phone reminders or PC alerts**
- **'To Do' lists/ Agenda**
- **Count down Apps:** examples include **PlanIt-Student Study Planner** or **Timetable & Homework Planner**
- **Task Management Apps:** examples include **Auto Task: Automatic Scheduler**, **EduTasker**, **B4Grad: Homework Planner**



A close-up photograph of a red pushpin with a silver metal stem, pinned to a map. The map shows various colored lines and text, though it is out of focus. The pushpin is the central focus, with a soft shadow cast on the map below it. The background is a blurred mix of colors, suggesting other pushpins and map details.

What activities can be done with visuals to support organizational skills?

- **Visual schedules**
- **Timers**
- **Academic templates:** Use a template for layout with space for headings, diagrams and written work
- **Limit resources and only have materials necessary for the task at hand.**
- **Accessible Storage:** explore a caddy or clear container that has all the necessary items readily visible and accessible.
- **Labels:** Use labels on the outside of the containers to identify what the inside items should contain.



Using planners properly can help students to complete homework and achieve better grades



Agenda Tips:

- Locate the subject for the assignment
- Write down homework assignments with **specific** details including page numbers, questions to answer, format guidelines etc.
- Write down any supplies you will need including textbooks, notes, worksheets, binders etc.
- Write **NO HOMEWORK** or **NHW** rather than leaving blank pages
- Explore using abbreviations such as **WS for worksheet, T for test, PG for page**
- Write due date beside the assignment (**if several days to the due date...continue to write it down until assignment or homework is completed**).
- Check or cross off assignments as completed.
- Write other reminders in your agenda including days to bring gym clothes, practices etc.



Try color coding subjects (notebooks/binders to particular subjects)



Always put papers in the proper place immediately to reduce the risk of them becoming lost/wrinkled or torn.



Replace binders, folders and books as they become damaged.



Keep decorating to a minimum. Visual clutter can lead to physical clutter.



Schedule periodic clean outs. Helps to reduce clutter and locate missing items.



Store pencils and the like in a clear pencil case so that items can be easily found.

Keeping book bags, backpacks, desks and home workspaces organized

Home School Transition Tips:



Pack up all the supplies required for school the next day every evening BEFORE going to bed.



Place the backpack and other required items in a COMMON location (preferably by the door leaving from) every evening so it is easy to grab in the morning.



It can be helpful to have a checklist posted in this location if common items are forgotten such as lunch, masks etc.

Getting out of the house on time

- With your child, make up a written schedule of tasks to be completed
- Have your child arrange the activities in preferred order and 'guess' roughly how much time each task will take
- Set a timer in the morning
- Check in twice during the routine to ensure they are staying on track

Keep a rough count of the number of cues being provided and how close in proximity you need to be. Slowly try to reduce the number of prompts used.



What is Time Management?



THINKING skills that helps

- Complete assignments, jobs and chores on time
- Plan the day
- Plan out what **NEEDS** to be done
- Plan out what **WANTS** to be done
- Make a smart guess about how long it will take to do something

Time Management can Help:

- Ensure homework is turned in on time
- Ensure other daily tasks/chores are completed
- Reduce 'wasted' time when doing homework or chores so there is more 'free' time

Many students underestimate how long it will take to complete an assignment OFTEN because they are not organized.

Estimating the time to complete a task can help learn to stay on task and become more efficient.



Time Management in Everyday Situations:



- Without going overboard, maintain a predictable schedule/daily routine in your family
- Talk about how long it will take to do things such as chores or cleaning their room – beginning of developing time estimation skills (critical component of time management)
- Encourage your child to plan an activity for a weekend that involves several steps (i.e., spending the day with a friend – lunch, skating, stopping for ice cream etc.) and figure out how much time everything takes.
- Model using calendars/schedules to encourage your child to do the same
- Purchase a commercially available clock (i.e., Time Timers) that shows visually how long is left to work.
- Plan for TOMORROW.

Study Skills/ Time Management for Middle School Students:



Break a project down into manageable parts



Identify reasonable plans (with timelines) to complete each part of the project



Self-monitor while working (set a timer periodically to 'check-in' to see if on-task and paying attention)

If off task, what was distracting? Steps to refocus

If struggling with content, look back to notes for clarification.



Be aware of critical times for focused attention.



After completing an assignment, have the student reflect what went well and what didn't.



For more difficult tasks, use the 10 minute rule...work on it for 10 minutes, than take a short 5 minute break, than come back to work again for 10 minutes.

Setting up a Work Station:

- Reduce distractions and disruptions (physical and technology).
- Find a solid, flat desk or table to work at. It should be clean and uncluttered.
- Sit in a comfortable, straight back chair. Good posture promotes increased blood flow to the brain.
- Work in a well-lit space. Spaces that are too dark tend to create mental fatigue and eyestrain.



- Work in a quiet space or one with low level of background noise.
- Avoid having television on or phones close by as this will increase the likelihood of becoming distracted.
- Have a healthy snack and water available.
- Take periodic breaks. The average worktime for a middle student would be 45 minutes with a 10-15 minute break. Stretch, walk around, refresh the water. Set a timer for the break as well!
- When "stuck" mentally, try a quick physical break to refresh brain (walk, jumping jacks, push-ups, music/dance).
- **Keep breaks short to avoid losing momentum.**





Questions?

