Strategies for Organization

Rules of Thumb

- Establish and maintain a daily routine for and with the student. Includes wake up time, after-school routine and regular homework schedule. Set time to discuss daily events, review of Assignment Book, long term project due dates and short term assignments.
- Help find a 'home' for everything school related (i.e. books, papers, school supplies etc.) and assure that each item is returned to its home after each use.
- Find and encourage consistent use of a designated space at home for school related activities. This space should consist of a desk with height appropriate chair and good lighting.

Materials

- Large binder with envelope folders or expandable file folder (choose plastic not paper)which will become the basic organizational tool
- Provide two pocket colored folders that can be designated for each class period on roster.
- Arrange folders in class schedule order.
- Have one two pocket folder per subject. Label one pocket: 'In' for classwork, study guides, worksheets etc. and one pocket: 'Out' for homework and projects to be handed in.
- Utilize a large flat pencil case with pockets and binder holes to keep school supplies (pencils, pens, erasers, scissors, tape etc.) with paperwork
- Keep a supply of lined paper or notebook with tear out pages in binder

Assignments

- Discuss and help your student set realistic time frames to complete homework and projects due at a future date. Encourage 'chunking' or breaking down larger projects into manageable segments and set completion dates.
- Use a calendar as a reminder when project segments are due.
- Plan ahead and purchase any needed materials for a specific project (ie poster board, art supplies, printer ink etc.) prior to starting assignment.
- On a weekly basis, use the 'Trash' & "Keep" method and go through binder or file folder with your student. Ask questions such as: "Will you need this worksheet to study for an upcoming test?", "Is this work a 'draft' "and if so, "Do you need it to turn in the final report?", "Does this paper contain any information that you will need to study or complete an assignment in the future?"
- Purge papers that are not needed and save tests and projects by subject and date in folders to study for midterms and finals.

Locker

- Invest in hanging shelves (they can be reused year to year)
- Use compact gym bag that can fit on floor of locker.
- Provide sturdy reusable lunch bag that can be stowed or hung on hook
- Cover all text books and write name of subject on the spine so they stand upright on shelves
- Remind student to clean out locker using 'Trash' and 'Keep' system at least once a month and bring home unneeded books, jackets and supplies