



NSD

NEWHALL SCHOOL DISTRICT

Helping Your Student With Organization Skills

Presented by the SSS department, SEAC meeting 3/14/2024

Importance of Organization

- Promotes academic success by reducing stress and increasing efficiency
- Fosters independence and responsibility
- Enhances time management skills, setting the stage for future success



Teaching Organization & Time Management

- Prioritize what a child wants to do vs. needs to do
- Put away the item before taking out something new
- Categorize, label and sort things to keep order
- Plan the day's schedule and picture it
- Make daily checklists, check off what's finished
- Check the calendar nightly to know what's happening tomorrow

**I do, we do, you do*

Credit, Amanda Morin



Strategies to Support Organization

- Establish routines: Create consistent schedules for homework, chores, and bedtime
- Use visual aids: Utilize charts, calendars, and checklists to help your child track tasks and deadlines
- Picture schedules and visual planners can help
- Break tasks into smaller steps: Teach your child to break large tasks into manageable chunks



Checklists and Visual Schedules

Getting Ready for School

Wake up

Get dressed

Eat breakfast

Brush teeth

Put on shoes

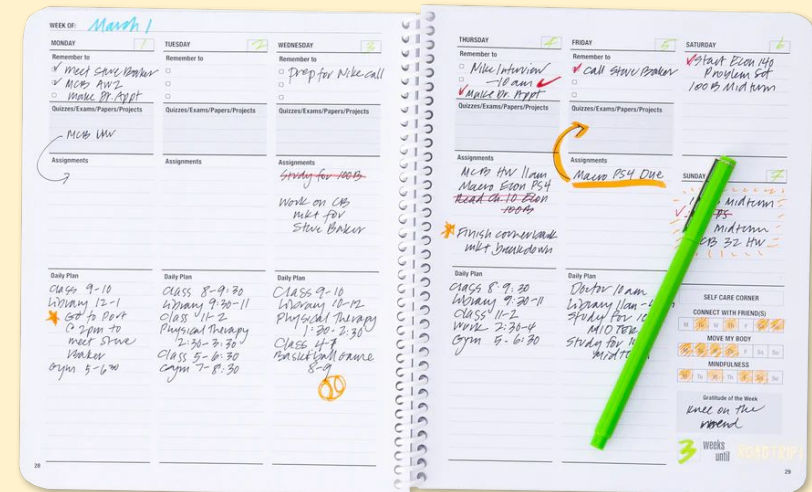
Check backpack

Go to School



Organizational Tips

- Use of Agenda or assignment planner - Have your child write all the assignments due
- Model organization: Demonstrate organization skills in your own life and involve your child in household organization tasks



Organizational Tips



- Conduct a weekly cleanup: Dedicate a specific day each week to tidy up and organize your child's study area and belongings. This reinforces the habit of keeping things in order.
- Prepare the day ahead: Encourage your child to set out clothes, pack backpacks, and gather materials needed for the next day before bedtime. This reduces morning stress and teaches planning skills.
- See [Tips for Organizing Your Child's Backpack](#) by Amanda Morin, [Understood.org](#)



Organizational Tips

- Set up a minimum distraction zone: Designate a quiet, clutter-free area for homework and studying. Minimize distractions such as TV, video games, and smartphones during homework time.



- Use organizational tools: Introduce your child to expandable folders, color-coded binders, and labeled storage bins to keep school materials organized and easily accessible.

Study Skills- Tests



- Reviewing content before a test isn't necessarily the best method. Instead, encourage them to try more interactive approaches, like completing practice tests or using flashcards.
- Ask review questions and have them provide short essay-style explanations aloud to make sure they understand the material.
- Study a little each day to improve long-term retention. As little as 10 minutes of practice a day can help!

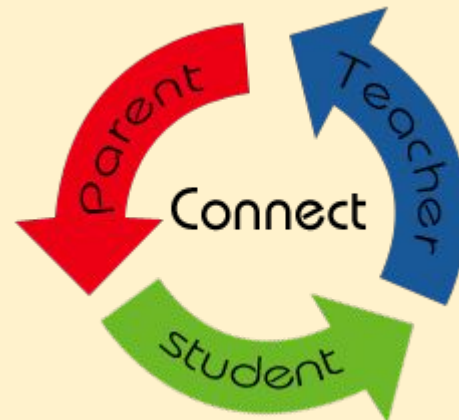
More Study Skills



- Encourage taking 15-minute breaks, once every hour to assist with focus and productivity. Set timers for reminders.
- Teach your child to ask for help- from teachers, peers and parents.
- Set the expectation that devices are put away and TV turned off.
- Ensure healthy sleeping and eating habits.

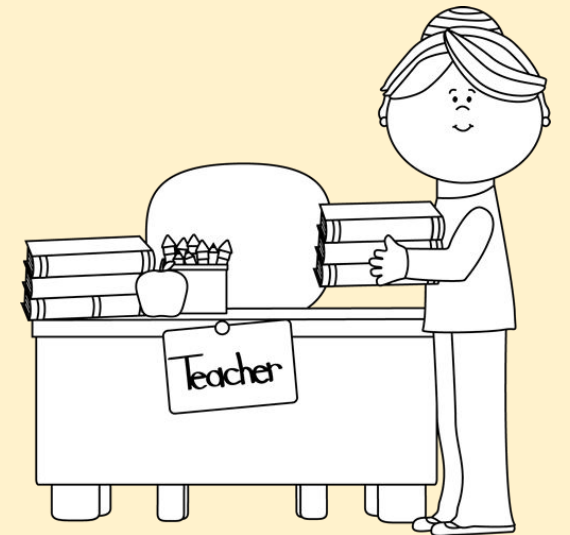
Parent & Guardian Involvement

- Provide guidance and support without taking over tasks
- Celebrate small victories and progress
- Encourage open communication about challenges and successes
- Collaborate with teachers to reinforce organization strategies at school and home



Teacher Involvement

- Encourage parents to implement strategies at home
- Emphasize the importance of patience and consistency
- Thank parents for their dedication to their child's success
- Share what is working in the classroom with parents



Recommended Books for Children

- "The Organized Student: Teaching Children the Skills for Success in School and Beyond" by Donna Goldberg
- "What to Do When Your Brain Gets Stuck: A Kid's Guide to Overcoming OCD" by Dawn Huebner
- "Your Fantastic Elastic Brain: Stretch It, Shape It" by JoAnn Deak
- "My Day Is Ruined!: A Story for Teaching Flexible Thinking" by Bryan Smith



Questions & Comments