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For the Classroom

Organizational Skills: The Planner

Discussion Questions

- What does it mean to be organized?
- Do you consider yourself an organized person? If not, what is preventing you?
- Why is it important to stay organized? What are some of the potential consequences of disorganization?

Activity: Getting Organized 101

Students will demonstrate organization skills that will help them succeed in high school and prepare them for the future.

PROCEDURE

NOTE: This lesson can be improvised depending upon the timeframe within the school year (i.e., beginning of year mid-year, beginning of new semester.) For example, teachers and advisory facilitators might begin this activity by asking students to look at their daily planners and see how they are being used as an organizational tool. Are assignments and completed tasks noted? Is the cover worn or does it appear untouched? What new organizational techniques could help in the next semester?

1. Following your group discussion (see above questions as a guideline), explain to the group that while organizational skills can impact all aspects of life, being organized throughout their high school years will have a large impact on academic success. **If students can remain organized, they will have more time to focus on the work that needs to be done rather than searching for it.** If they are not usually organized, now is the perfect time to start new habits.
2. Direct students to take out their agenda notebooks and coursework syllabi for the year. First, ask students to write down three organizational goals on the inside of their agenda notebooks. As a class, read over a selected class syllabus together. Have students write down important dates (tests, projects, presentations, assignment due dates, etc.) in their agenda notebooks. Once they finish going through the syllabus, have them do the same for their other classes. They should then add any personal notes they may have. (Appointments, practices, games, work, etc.)
3. Next, have students create a daily checklist of everything that needs to get done. List should be prioritized.

4. Now, as a class, have students organize their desks, binders, backpacks and lockers. There should be no loose papers, trash, etc. Explain to students, when they get home, they should also organize their bedrooms, study areas, etc. The more organized each of us are with all aspects of life, we will have fewer distractions and more time to focus on the task at hand.
5. To close lesson, review with students what it means to be organized. Create a list on the board with the class, ways to remain organized and prepared. For example:
 - Review planner and daily agenda each evening
 - Pack backpack night before
 - Pick clothes out night before
 - Pack lunch/money night before
 - Keep bedroom, locker, backpack, etc. clean