

How To: Get & Stay Organized



Start Somewhere

- The system has to work for the individual student! The system has to fit the way the person thinks, personal habits, etc.
 - Show your student the methods you use to stay organized.
 - As they try out different systems, reflect what methods are working well for them and offer support when it is not working so well.
- Organization is an ongoing process!
 - Just like homework, build time/space in your weekly schedule to get re-organized.
- Keep It Simple
 - Help your student streamline, reduce the number of moving parts. Keep the system simple and within reach of your student.

Organizational Strategies

Homework Folder	<p>One folder to be taken to all classes.</p> <ul style="list-style-type: none"> - Left Side Labeled: TO DO - Right Side Labeled: DONE <p>As the student gets homework during the day it goes in the TO DO pocket. When the homework is completed, it is moved to the DONE side. The student is able to find the homework quickly in order to be turned in during class time.</p>
AM/PM Binders	<p>Two Binders, one for AM classes and one for PM classes.</p> <ul style="list-style-type: none"> - Reduces the need for student to return to the locker, fewer moving pieces to be forgotten/lost. <p>*Particularly useful for 6th Graders as they adjust to the middle school class model.</p>
Lockers	<p>Don't forget about lockers! Take a few minutes to clean out lockers and put away loose papers regularly.</p>

Creating Habits: Routine, Routine, Routine!

Time & Space At Home	<p>Create a consistent space and time for your student to work at home.</p> <ul style="list-style-type: none"> - In a shared space so you are available to help if needed. - Reduce distractions to help young brains focus on one thing at a time.
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<p>Check Infinite Campus Regularly</p> 	<p>Set up an agreed upon day/time each week for you and your student to look at IC together.</p> <ul style="list-style-type: none"> - Gives your student the chance to take proactive action. - Agree upon consequence ahead of time, enforce consistently. - Reduces the “surprise” factor for students, give them some agency in being responsible for missing work. <p>* Wed or Thursday evenings are good days to check IC, as it gives students a day to see all their teachers, and collect missing work to complete over the weekend.</p>
<p>Homework Planner</p>	<p>The planner is your student’s new BFF. Encourage, support, cajole your student into using their planner regularly.</p> <p>If they forgot to write down the homework, know where else they can find it!</p> <ul style="list-style-type: none"> - Teachers’ websites (linked on the Centennial MS website) - Friends in the class. Suggest that your student trade phone numbers with someone in each class. (Your student can be a resource for others as well!)
<p>Reaching Out To Teachers</p>	<p>Support your student in developing self-advocacy skills! When you all need to be in contact with a teacher, encourage your child to take the lead. Let them write the email, strategize when/where they could talk to their teacher, etc.</p>

