

Organized Chaos

Teaching and Integrating
Organizational Skills at Home and In
School

Organization

How do you organize your child?



Organization

1. Set the example

Planning

Time

Reminders (checklists)

Schedule

Consistency



Planning

What do I have

+ What am I missing

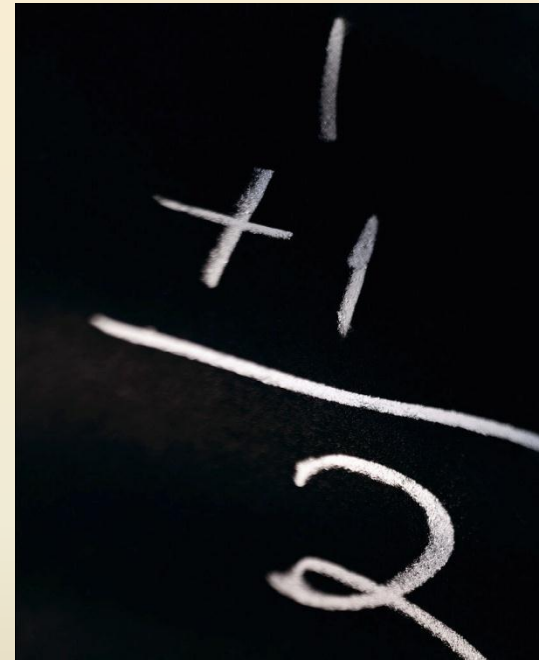
= What I need to have

What do I need to have done

- What do I have done

= What do I need to do

Applies to everything



Planning Examples

What do I have

+ What am I missing

= What I need to have

What do I need to have done

- What do I have done

= What do I need to do

Groceries

Cooking

Washing

Clothing

Hygiene

Trips

Leisure

Health

Money

Activities

Etc.

Applies to everything

Organization

- System- there must be a system in place
- Consistent – the system cannot change unless something is creating a negative impact
- Structured – the system must be followed until a change is made
- Assistance – tools to help the system run efficiently
- Accountability and Consequences – positive and negative of following or not following the system

Examples

- Planning ahead and completing steps ahead of time
 - Showering
 - Laying out clothes night before
 - Putting everything you need together before bed
 - Checklists
- Consistent – the system cannot change unless something is creating a negative impact
- Structured – the system must be followed until a change is made
- Assistance – tools to help the system run efficiently
- Consequences – positive and negative of following or not following the system

Cognitive Skills

- Inhibition – stopping ones thoughts or actions
- Shift – moving from one situation to another
- Emotion control – rationale thought
- Initiation – start a task
- Working memory – hold information until task is completed
- Planning / Organization – manage current and future tasks
- Organization of materials – impose order on work, play, and storage spaces
- Self-monitoring – understanding performance and measuring against some standard
- Part Whole Relationships
- Cause and Effect
- Ordering
- Sequencing
- Grouping

Expectations

- Manageable
 - Do not target more than 3 things at a time
 - Homework
 - Morning procedure
 - Room organized

Homework / Schoolwork

Must have a designated space and time where work is done and completed each day.

Homework Contracts

Ideally, the same time each day, but if not at least consistent by week.

Current

Allow technology to work for you.

Outlook and other scheduling programs which synch to smart phones and other devices are a wonderful way of reminding and scheduling.

Must be used in conjunction with other visual aids.

Color Coded Calendars

Nothing is easier to work with and see than a good old fashioned wall calendar. You can print the sheets from outlook so you don't have redundancy. But the key is the color coding.

Homework Days / Work on Project

Test Studying Days / Project Completion Days

Projects or Assignments

Projects Due, Tests, or Quizzes



Red	Red	Red	Blue	Red	Blue	Gray
Red	Red	Red	Blue	Red	Blue	Gray
Red	Red	Red	Red	Red	Blue	Gray
					Yellow	Gray
					Green	Gray
					Blue	Gray
					Yellow	Gray
					Green	Gray

At Home

- Designated Space
 - Distractions
 - Timer
- All other items taken care of before sitting down for homework
 - Snack / Drink
 - Bathroom
 - Phone calls

At School

- Agenda Sheets / Notebook
 - Color Coded by Subject
 - Must be different to calendar colors
 - Consistency with notes (Top Right Corner)
 - Name
 - Date
 - Subject
 - Objective – Underline / Highlight
 - Fold paper in half
 - Teacher to sign off at end of day or after each period

Daily Organizer Sheets - Student to check 'DONE' box when assignment has been completed.

Name: _____

Date: _____

Language Arts

Teacher

Done

Math

Teacher

Done

Science / Art

Teacher

Done

Social Studies

Teacher

Done

Teacher

Done

Teacher Signature: _____

Handout

Yes

No

Good Day

Good effort / work

Was a great helper

Followed directions well

Difficult morning / afternoon

Challenging day

Not feeling well / tired

Was out of dress code / PE uniform

Inappropriate snack

Did not eat lunch

Had some difficulty at recess

Parent Signature: _____

Please write comments below:

Teacher
check

Morning Procedure

Begins the night before

Clothes out for next day

Backpack and other items by front door

Lunch made and packed

Checklist completed

Calendar updated

(Shower at night if necessary)

Alarm clock

Independence

Room Organized and Tidy

Pictures of how room looks when tidy

Drawers

Closet

Bed

Checklist / pictures of things to do

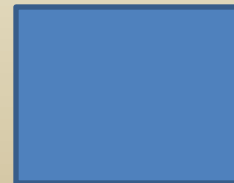
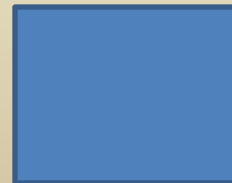
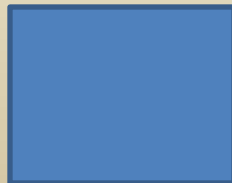
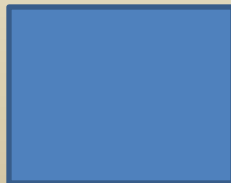
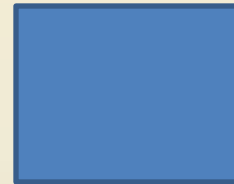
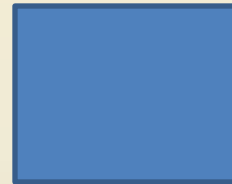
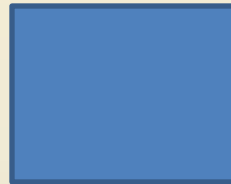
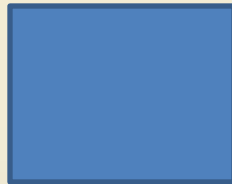
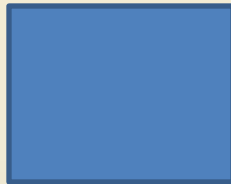
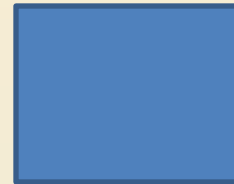
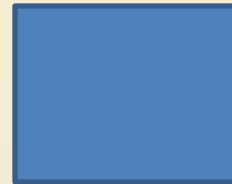
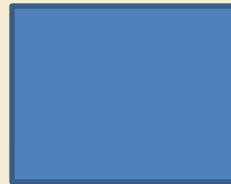
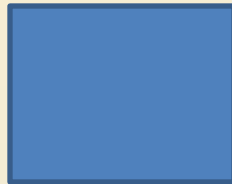
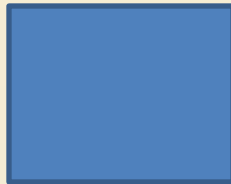
Monday

Tuesday

Wednesday

Thursday

Friday



Set High Expectations

1. Role Modeling

As parents it is our job to model appropriate actions and our children will follow our lead.

You need to be organized and you need to plan ahead and show your child how you plan ahead in your life.

This idea transcends organizational skills.

Where to begin?

Practice

Repetition

Reinforce skills

No Excuses

Stick to consequences – never threaten

No Compensation

Tough Love

Downfalls

Nagging

Threats

Promises

Yelling

Getting involved where you shouldn't be

You are a guide and a facilitator

Not the one who does

Change Takes Time

- Do not expect change overnight
- Be patient, consistent, and PATIENT
- Do not implement a system that is too draining or taxing on your family
- Simple is always better
- Do2learn.com is a great resource for making check sheets and lists

Rewards for Following Rules

- As a parent all you are required to provide is love, security, safety, and basic nourishment
- TV, Video Games, Toys, Books, Electronics are privileges
- Food is not a privilege but dessert, cookies, chips, soda, juice, and anything that is not required for sustenance IS A PRIVILEGE NOT A RIGHT
- Pocket money for completing expected chores

Questions and Contact

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