



Getting and Staying Organized

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Teachers and families often struggle to help students get and stay organized. Organizational skills can be particularly troublesome for students with learning differences. Time management can also be challenging. Here are some strategies for educators and families to consider when addressing these issues with students:

- Help students select color-coded items to clearly identify all items related to a specific subject.
- Show students the basics: how to stack their books in the order of their schedule/day.
- Use organizational strategies for all subjects:
 - Teach students to track important information by using sticky notes or highlighting tape (this is especially helpful for reviewing information to prepare for a test or to write a book report)
 - Teach students how to break large assignments/projects into smaller, more manageable pieces. Attach a timeline for completion of each task.
- Place a pocket folder or magnetic clip on the side of the student's desk (they can use this to place important papers in, items that need to be organized later or items that need to be brought home)
- Have students divide the inside of their desk space (use heavy-duty cardboard or specially designed desk dividers)
- At home, do the following:
 - Set up a quiet area for homework
 - Establish a "homework routine" and stick to it
 - Create a "homework box" with duplicate school items (i.e. crayons, glue sticks) and keep it in an accessible place
 - Try to have one folder designated for homework and school notices
 - Set aside time weekly to "clean out" backpacks and folders
 - Have your child use a dry erase board, placed in a visible spot, to write "reminders" for what they need
 - Use a large calendar to track projects and their due dates...being able to see things laid out is often helpful for students when managing their time
 - Develop and use a "homework checklist" to help your child be more independent
 - Find a way to help your child remember what they need to bring home...it could be a ribbon attached to their backpack, a list attached to their backpack in a luggage tag, etc.
 - Music might help your child remained focused

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