Do these images make you uncomfortable?
Have they given you hives yet?
Supporting Student Organization

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The Big Picture

- Scope of influence
- Overarching ideas for success
- At school
- At home
- On the move
- Critical strategies and concepts
- Tips, tricks & favorite tools
- Absolutes—take-aways
- Perspective
Scope of Influence

- Presentation
- Parent
- Student

Information is power; the student has to act upon it.
Big Ideas

- Executive functioning
- It’s personal
- Skills can be learned
- Use routines to build habits
- Simplify, simplify, simplify
- Timing matters
- Communicate
- Praising, rewarding effort
At School

- Teacher expectations
- Taking notes
- Managing paperwork
- Managing homework
- Long and short term planning
- Managing tools
At Home

- Specific work space
- Necessary tools
- Create habits for efficiency and success
- Time management
- Organize transport tools
- Home storage
- The power struggle
On the Move

- Critical
- Avoid the abyss
- Process for purging
- Maintenance system
- Routines and habits
- Personal and family expectations
Critical Strategies

- Model organization
- Facilitate organizational strategies that span school, movement, home
- Be open to personalization
- Build independence
- Foster long and short term planning
- Praise effort
- Never compromise relationships for organization
Why Be Organized?

- Manage complexity
- Reduce chaos
- Build essential skills
- Show your best abilities
- Reduce stress and anxiety
- Define tasks and time
- Create more free time via efficiency
- Free the mind to do more important thinking—not just homework/due dates
Assignment/Project Management

Wide range of possible approaches

- Sheet of paper each day
- Paper calendar printouts
- School planner—entry for each class
- Purchased planner
- Phone photo of white board schedule
- Phone "notes" app
- Mobile "to do list" app
- Mobile calendar with alerts
- Linked calendar to family calendar
Tips & Tricks

◦ Engage kids in organization early
◦ Make strategies part of everyday activities
◦ Use Covey’s concepts
  · Begin with the end in mind
  · Think win-win
  · Seek first to understand
◦ Remember that they’re kids—it may take time
**Tips & Tricks**

- Help kids with “chunking” until they can do it alone
- Use checklists, to-do lists if helpful
- Have a consistent study time and space
- Always prep for the day ahead at the end of the study time
- Photograph what “organized” looks like
- Never assume
Perfectionism & Organization

- Special situation
- Perseverating on organization is not helpful
- May need to limit organizational focus
- Remind that habits should help not hinder
- Remind about the need to be accepting of others—not all are organized
AVID Concepts

- Dialectical journal
- Cornell Notes
- Binder
  - Core subjects in ONE wide binder
  - Color dividers between classes
  - Most recent docs on top—all docs, notes, handouts in the rings
  - Cornell Notes used
  - Pencil pouch
  - Pockets left empty
Cornell Notes

- Note-taking strategy
- Facilitates 5 Rs
  - Record
  - Reduce
  - Recite
  - Reflect
  - Review
- Cornell Notes Generator
Favorite Tools

- Age appropriate
- Pick what student will use
- Many useful free apps for productivity and organization
- Most expensive may not always be best
More Tools

- **Dropbox**
  - dropbox.com
  - Cloud storage accessible from multiple devices

- **EverNote**
  - evernote.com
  - Notes site/app available on multiple devices

- **MySchoolNotebook**
  - myschoolnotebook.com
  - Online notebook for student organization

- **Deadline**
  - deadlineapp.com
  - Online ultra simple calendar system
More Tools

- **Squareleaf**
  - squareleaf.net
  - Online sticky notes to aid organization

- **Remember the milk**
  - rememberthemilk.com
  - Online and app to-do list and task management

- **Dayviewer**
  - dayviewer.com
  - Online calendar, to-do, task management, etc.

- **Coolendar**
  - coolendar.com
  - Multi device calendar and organization tool
The Absolutes—Take-Aways

- Effort and thought are required
- Ownership and personalization are important
- Use simple systems стрategies
- Model strategies for the family
- Praise effort
- Maintain perspective—know your dying place
- Ask for help
Keep it all in perspective.
Questions?