



## Learn to Organise

Teaching the child how to do whatever strategies help them is more powerful than doing it for them. You are preparing them to be able to handle these tasks throughout their life. Here are some suggestions for promoting organisation abilities.

- Colour coding subjects can be useful if a child finds it difficult to identify which books are required for a given subject in class or homework: books of a subject all have covers or stickers of a particular colour on them, you may also encourage child to write down the subject name in this colour when taking down homework into diary. If using a timetable during the day it can have the subjects marked in this colour too.
- Pack bag early: Teach the child to take down homework and pack books required for homework as early as possible – as soon as the subject is finished in class time and the teacher has said what the homework is in this subject the child might put the necessary books and copies into bag and put the books which are not needed into a pile/box on desk or allocated shelf in classroom.
- How to pack a bag: Show and tell a child how to pack their school bag: where to place bag so it is standing stable during packing, largest books in first at rear of bag, small items like pencil case/dictionary may sit on top of books or fit in at edge of other books.
- Checklists: Teach the child to make and use lists (with words or pictures) to give themselves the reminders and tips rather than have another person verbalise these to them on an ongoing basis. They may have a 'before I leave school' checklist, a 'before I go out to play' checklist etc, depending on what time you find they need prompts for at the moment.
- Mark the page: Using a sticky tab or book mark or subject's copy book to mark the page may make it quicker for the child to locate the required page for home/school work.
- Ask questions: When possible ask rather than tell. If someone can come up with the plan themselves they are more likely to remember and use it themselves. If necessary give them two choices to pick between when coming up with the best solution, so that they have ownership of the end plan. E.g. "Will you tidy up the copy books or everything that goes into the pencil case, first?"
- Timetable: Teach the child how to read a timetable and plan what books they need for each subject or time of day. Teach the child how to use whatever book storage system in operation in their school.