



MIDDLE YEARS—GRADES THREE TO EIGHT



WHAT YOU NEED TO KNOW:

Organization is the process of building logical and systematic working skills through planning.

The good thing about organization is that it's never too early or too late to improve organizational abilities.

Even the most disorganized student can unlearn bad habits, re-learn good habits, and start implementing better skills at any point.

The organizational skills that students developed when they were younger translate into how they think and learn.

Organizational skills translate into tidy notebooks, clean book bags, neat lockers, and work that is not forgotten or left behind.

Many problems in school during the middle years can be attributed to poor organization.



GET ORGANIZED! HERE'S HOW



Use an agenda, calendar, or schedule every day. Put all the day's activities and responsibilities on it.



Follow a chart or list for all tasks, checking off items as they are completed.



Practice planning: look ahead to tomorrow and gather any supplies that are needed for the next day. Ask, what are we doing tomorrow? What do we need to do?



Keep all study and homework materials—pens, paper, calculators, dictionaries, and whiteout—in a single spot. Get a clear bin so supplies are easily accessible. Don't waste time searching for homework-related items.



Talk about activities in terms of before-during-after. What do we need to do this activity? What are we doing or using during? What happens after we are done?



Use colour-coding. Colours are a great way for kids to learn to differentiate and develop sorting skills.



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