



## Teaching Organisation

### Step 1. Have Conversations with Your Child about What it Means to be Organised

1. Find a time to discuss with your child how important it is to be organised in his/her approach to school and how disorganisation is a big blocker to doing your best at school. Say: "I think it is important to understand what it means to be organised and how being organised can help you to be successful in schoolwork and other activities. You see, if you are always losing things, not knowing what homework to do, running late, and forgetting to take things to school and from school to home, you will be extremely stressed and find it hard to do your best."
2. At the beginning of a school term, remind your child how important it is to be organised. Say: "When I start something new, I have found that if I have all my equipment ready for me to work, I get off to a flying start. Doing this helps me to be organised. Let's see how organised your school materials are."
3. To prevent your child from getting behind in a school project or when he/she is running late and, thereby missing out on participating in an activity, say: "Let's see if we can spend a bit of time working out a weekly schedule of things you have to do, thinking about how long they will take to get done and when you will do them."
4. It can be helpful to discuss with your child the goals he/she has for what he/she wants to achieve in the coming school term, year and in different classes or subjects. Say: "One of the reasons to be organised is that it helps you to achieve your goals. And a great goal to have is deciding to do the best you can rather than just to get by. When you achieve the goal of doing your best, you are successful. Let's have a look at what your goals are."

### Step 2. Describe Examples of Organised Behaviours to Practice

Select two or three examples of confident behavior that you want your child to practice to help him/her to become more organised:

Say: "Here are some different things you can do to become a bit more organised (select two or three from the following list), why not practice doing them this week: having all your school supplies and homework ready to take to school, having a neat enough desk, locker and schoolbag to find things when needed, record a teacher's instructions for homework accurately, make a schedule ahead of time as to when you will do your homework or study, put things away in designated places in bedroom, use a watch/clock to keep track of time and where you should be and what has to be done, write a list of things to be done for the coming week and prioritise to them (1, 2, 3), use list to check off tasks that have been accomplished."

### Step 3. Discuss Ways to Think that will Help Your Child to Be Organised

1. When you learn from your child that he/she has an assignment due in a few days or weeks, say: "One way of thinking you can have that will make it harder for you to be successful is "When is the very latest I can start." A more helpful way to think that helps get anyone to get organised to get a job done on time is to think about how long the project will take to get done and to plan enough time to get it done."
2. When your child is about to begin a new project or task, say: "You know, setting a goal for what you want to achieve can help you to be successful. Think about what you want to learn and the level at which you want to achieve (e.g., mark, getting on a team, scoring goals)."

### Step 4. Things to Say to Acknowledge Your Child's Organisation

When you catch your child being organised, say: "You are organised." "Doesn't it feel good to be organised!" "Being organised is helping you to be successful" "You planned well. You finished on time!" "You really planned well" "When you are prepared, you do a good job." "I bet it makes school easier when you have everything ready." "You are really keeping your schoolbag/backpack clean and neat." "I see you are planning ahead so that you do not need to rush your work at the last minute."