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## Middle School Section Five

# ORGANIZATION SKILLS

### 1. WHAT IS ORGANIZATION? (25 mins)

- a. **TEACHER SAYS:** *Organization is about breaking down activities or materials into smaller units so that we can manage them. A Skilled Student knows “There’s a place for everything and everything has a place.”*
- b. **Discuss** that part of organization is knowing what belongs to you.
  - i. Remind students to PUT THEIR NAME ON EVERYTHING!
  - ii. Upper right of each page will be the standard for EVERY HANDOUT!|

### 2. SYSTEM FOR PAPER MATERIALS (10 mins ) (This can be a binder or take-home folder)

- a. **TEACHER SAYS:** *It’s easy for papers to get lost. Whether it’s a study guide, class handouts, or homework to be turned in, each piece of paper you handle needs a place.*
  - i. **Describe** how the right solution for papers depends on the student’s classes, but generally, there should be a “take home” section and a “bring back and turn in” section.
  - ii. **Remind** students that the purpose of the system is to make it clear just by glancing at it where the paper needs to go.
- b. **Discuss** options of types of vehicles.
  - i. **A binder** can incorporate many classes. It should have clearly defined sections and pockets for loose papers which identify “to home” and “to school.”
  - ii. **A folder** is more appropriate for one class only or could be used as a master courier used only for papers that need to go home or back to school.

### 3. COLOR CODING STRATEGIES (10 mins)

- a. **TEACHER SAYS:** *Remember, Skilled Students are organized. On the first day we discussed how organization is about breaking down activities or materials into smaller units so that we can manage them. A Skilled Student knows:*

*“There’s a place for everything and everything has a place.” Besides specific places and containers for items, using colors to coordinate things that go together can also help.*

- b. **TEACHER SAYS:** *How can you use some of these tools to help with organization?*
- i. Highlighters (ex. use to highlight due dates on assignments)
  - ii. Sticky Notes (ex. use the same color for like items or subjects)
  - iii. Loose leaf Paper (ex. different colors for different subjects)
  - iv. Index cards (ex. different colors for different types of information such as blue for vocabulary and yellow for main ideas.)
- c. **TEACHER SAYS:** *Who can come up with a way to use at least 3 of these color tools to stay on track with your Action Steps?*

### 4. BACKPACK SURVIVAL STRATEGIES (15 mins)

- a. Have students bring out their backpacks. Use one of their backpacks to demonstrate – have the student who owns it help with the demonstration!
- b. Describe what each of the compartments is for:
- i. Spend considerable time talking about largest compartment, nicknamed “the big black hole” and how it needs to be **emptied every day** to make sure nothing important is lost.
  - ii. Then discuss how they should clean out smaller pockets at least once a week.