

2. What Prevents Me from Achieving My Goals?

Ask your child to show you the list in their binder and what they identified as hindrances.

3. Short-term Goals and Long-term Goals

Long-term goals are only effective when broken down into smaller parts that have specific steps. These smaller parts are called short-term goals. Once you determine short-term goals, then you can break them into action steps. Your action steps should have a specific timeline. In the beginning, estimate how long you think an action step will take and recap the actual time spent once you are done.

ORGANIZATION SKILLS

1. Binders

Take a look at the binder system we recommend. Ask your child to identify the different parts we discussed. Here are a few of the key features:

- a. Use see-through, multicolored pocket dividers (plastic won't tear as easily) with tabs to divide out each subject area.
- b. Have smaller dividers in each section to make finding your work for each easier.
- c. Pencil case: have handy items, including sticky notes, paper clips, highlighters, pens, pencils, etc. We prefer a clear pencil case so students can more easily see what they have.
- d. Plenty of loose-leaf paper, placed in the back of the binder. We prefer reinforced paper.

2. Backpacks & Lockers

- a. Backpacks are designed to be suitcases and emptied regularly. Often, though, they become storage units filled with items that are easily lost or forgotten. We discussed the importance of cleaning out “the big black hole” (large pocket) daily. Yes. **Every single day**. It only takes a few seconds to empty everything out of the big compartment, check for misplaced items, and neatly put things back.
- b. Then, about once a week – we suggest every Sunday evening when you are updating “The Radar” – clean out the small compartments and pencil case. Lockers present the same issue as backpack compartments – they can easily become junk collectors – so help your teen make a plan to clean out lockers every Friday afternoon.

3. Color-Coding Strategies

- a. We discussed many ways to incorporate color to help make things stand out. Use highlighters, sticky notes, loose-leaf paper, and index cards, and more. You can even designate a color for each subject, then have notebooks, highlighters, etc., to coordinate. Ask your child which color strategies they plan to incorporate.