

Ideas for Organisational Skills

Strategies:
<ul style="list-style-type: none">• Consistent classroom breaks
<ul style="list-style-type: none">• Break tasks down into small steps and work on one bit at a time
<ul style="list-style-type: none">• Encourage the pupil to keep the "big picture" in mind. Before starting a task, help the child to picture how it will look when it is done and how it will feel to have the task completed
Ensure the pupil knows that it is OK to ask for help
<ul style="list-style-type: none">• Warn child of changes in advance and allow them to start preparing early
<ul style="list-style-type: none">• Have an adult on hand to supervise the child during transitions from one setting to another
<ul style="list-style-type: none">• Write it down - lists, charts, diary, timetable etc
<ul style="list-style-type: none">• Organise desks/folders/trays regularly
<ul style="list-style-type: none">• Use technology - palm, blackberry etc to help plan the day/week
<ul style="list-style-type: none">• Help the pupil to calculate/estimate how much time something will take so that they are able to make a realistic plan and experience the success of finishing a task
<ul style="list-style-type: none">• Provide opportunities to work with a peer who is well organised
<ul style="list-style-type: none">• Attach a checklist to the pupil's desk/subject folder/jotter outlining what they need to do (success criteria) to complete the task successfully
<ul style="list-style-type: none">• Give the pupil notes about the key points in the lesson
<ul style="list-style-type: none">• Supervise recording of homework tasks
Enlist the help of parents/carers
<ul style="list-style-type: none">• Use individual homework assignment chart/diary that can go home daily to be signed by parents
<ul style="list-style-type: none">• Encourage parents/carers to use organiser trays, or something similar, marked with the days of the week so that books, work and equipment needed at school that day are all together