

Techniques to improve Organisational skills:

Organising schoolwork:

These ideas are often useful to introduce with the older child especially in preparation for secondary school. The child should be involved with deciding what strategies will help to organize them.

Experiment with various ways to organise your schoolwork and see what works best for you. Here are some ideas:

- Use a different coloured notebook for each class. Use coloured folders to match your notebooks. Keep all your papers for a class in the folder. Keep all your home work there too so that you always know where it is
- If you would rather just have one notebook, then use tabbed pocket dividers that divide your notebook into sections for each class. Use a different colour for each class.
- Get a zipped plastic pocket for your notebook to hold pens, pencils, pencil grips, erasers, a small ruler and other things that you will need for class.
- Keep a supply of post-it notes in your binder to write notes to yourself and place them where you will see them.
- It is useful to have a memo book in your notebook to write things down that you don't want to forget.
- Make lists to help remember things. These will help you keep track of things you need to do. Cross off things from your list when they are done.
- Keep a copy of your school timetable in your notebook in case you need it.
- Check your timetable every night to see what you may have to remember to take to school the next day.

Organising working space:

- Don't work in a cluttered area. Get into the habit of having a place for everything.
- After you use something, put it back where it belongs so that you know where it will be the next time that you need it.

Organising homework:

- Get yourself a wall calendar with large blank spaces in which you can write. Use a pencil in case you need to change things. Write in important dates or events.
- Get a notebook-sized calendar that fits into your binder to keep track of events/ activities
- Make a "master" timetable that show what your usual weekly schedule is like, e.g., lessons, homework, after school activities
- Put your timetable in a plastic wallet to keep it clean.
- Use a plan book to keep track of any daily homework assignments.
- If you do have trouble writing down homework assignments, have the teacher (or a classmate) check to make sure that what you have written is accurate.

- The plan book will also help with assignments that are due later in the week or month.

Organising a written task:

- Good posture makes writing easier. Make sure that the table and chair are at the right height. Also make sure that the lighting is good.
- Before you begin an assignment, clear your work area of everything but what you need.
- Experiment with different writing instruments to see which makes writing easier for you. For example you might try using different thickness and shapes of pencils; different types of pens.
- Use paper that has dark blue or black lines. This will help you to stay on the lines, and your work may be neater.
- Experiment with the width of spaces between the lines. It may be easier to write on lined paper that has wide spaces between the lines.
- When writing on lined paper write on every other line. The skipped spaces between the lines of print make it easier for you to read, proof read, and make corrections and additions.
- Keep printed and written alphabet and number charts nearby and refer to them when you are writing in case you forget how to write a letter or a number.
- Make sure that you leave enough space between the words as you write
- When copying information from another book or sheet of paper, use a note card, ruler, or blank sheet of paper under each line of print to help you keep your place.
- Get into the habit of making a brief outline before you write so that you don't forget what you want to say while you are writing. An outline also helps you organise your ideas better. This can be done with a tape recorder if you don't want to write an outline.
- Keep a diary of the words that you have trouble spelling nearby so that you can refer to it when you are writing.
- Read aloud anything you have written. You will notice many of the mistakes you made in that way.
- If you have made a mistake when you are writing, draw a single line through the error. Your paper will look a lot neater. Don't erase so much that you tear your paper. Learn to use the computer if writing is difficult for you. With practice, you can pick up speed and your work will be easier to read.
- Find a typing software programme that is compatible with your computer and learn to type using the correct fingers. Practise your typing a little every day to improve your skills.