**Organization Strategies**

**Create a “To Do” List:**

1. Make a list of all assignments to be completed during the week.
2. Prioritize work list (Hardest to easiest, Lengthiest to quickest).
3. Create a weekly schedule (make sure to even out the workload each day and do not put too many hard/long assignments on one day).

Weekly Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Assignments to complete: | Assignments to complete: | Assignments to complete: | Assignments to complete: | Assignments to complete: |

1. Utilize the attached “Daily Schedule Chart” to organize each day.

**Other Helpful Tips:**

* Keep all school materials in one location.
* Find a quiet place to work away from distractions (parents, siblings, TV, etc…).
* Silence or turn off personal cell phone while working on school assignments.
* Keep to a daily routine (Start work same time every day and allow for scheduled breaks).
* Don’t forget to reward yourself each day that you complete all of the work listed for that day (favorite snack, nap, facetime a friend, tell your parent/guardian/teacher that you accomplished your daily goal for some well-deserved positive feedback)

**Daily Schedule Chart**

Time I will begin working: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time I will take a 15-minute break (specific time or after a completed activity): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity 1:**

|  |  |  |
| --- | --- | --- |
| Subject: | Assignment: | Put a  in this box when work is completed ☺ |

**Activity 2:**

|  |  |  |
| --- | --- | --- |
| Subject: | Assignment: | Put a  in this box when work is completed ☺ |

**Activity 3:**

|  |  |  |
| --- | --- | --- |
| Subject: | Assignment: | Put a in this box when work is completed ☺ |

**Activity 4:**

|  |  |  |
| --- | --- | --- |
| Subject: | Assignment: | Put a  in this box when work is completed ☺ |

**NOTE:** You do not have to fill in all 4 activities or you can choose to do more than 4 activities. This chart is meant to be used as a guide to assist with organizing each day.