



Children's Treatment Network

Building Brighter Futures Together

Developing Organizational Skills

Children with organizational challenges may find it hard to keep track of their things, master daily routines and manage their time. A number of strategies can help including breaking activities into smaller steps, using fewer words when giving instructions, and providing “to do” lists with both words and pictures. See below for more ideas that might be helpful for your child.

IF YOU SEE:

Assignments or homework are lost or not done on time.

TRY THIS:

- Remind the child to put name and date on all work and to add a star to work sheets that are homework.
- Use a binder with zipper to trap loose sheets of paper.
- Be sure all paper has been hole punched and placed in binder.
- Use one large binder with dividers so that all subjects are kept together.
- Use a three-hole pencil case that can be clipped into the binder.
- Teach the child how to use a paper agenda.
- Have the child use their phone to take a picture of the homework board and use the calendar in their phone and set alerts.
- Establish a consistent homework time each day.
- If there is a night when the child does not have homework the child can make study notes, get started on an upcoming project, etc.

IF YOU SEE:

Difficulty managing daily routines .

TRY THIS:

- Provide a checklist for a daily routine.
- Add pictures of the steps in the routine.
- Plan ahead the night before - lay out clothes, pack school bag, make lunch and ensure all items needed for homework completion are set up (e.g. pencil, eraser, assignment sheet, etc.).
- Establish consistent timing for activities such as waking up, managing homework, etc.
- Set up an area for homework with good lighting and away from distractions.



CONNECT WITH US



www.ctnsy.ca

www.facebook.com/ChildrensTreatmentNetwork/

[@CTNKids](https://twitter.com/CTNKids)



Children's Treatment Network

Building Brighter Futures Together

Developing Organizational Skills

IF YOU SEE:

Difficulty with time management and/or starting tasks.

TRY THIS:

- Use a timer to show the child how much time they have to complete a specific task.
- Visual timers can be great to help children be more aware of time (they can be purchased or made by modifying a clock).
- Apps that help children visualize time are also available and can help them better manage their time.
- Set realistic times for task completion recognizing that many children can require shorter work periods, mixed with breaks.
- For older children, teach them to use their phone or to set a timer so that they can work on a task until the timer goes off.



Online resources:

[Morning routines](#)

[Visual timers](#)

[Countdown timer](#)

Apps for time management

[Visual timer](#)

[Forest app](#)

CONNECT WITH US



www.ctnsy.ca

www.facebook.com/ChildrensTreatmentNetwork/

[@CTNKids](https://twitter.com/CTNKids)