

Suggestions to improve organization

- Designate a time in the day for the student to organize materials, desks and their workspace. Regularly have the student clean out their desk and locker and reorganize their binders. Model the organizational skills required by having a “sample desk” and/or have a “desk fair that looks for well-organized desks and lockers and leaves a reward (stickers, treat etc.)
- Allow the student to leave two to three minutes early at the end of the day to get ready to go home. This allows the student to get ready without distractions as well as giving them more time to do so.
- Having a checklist to help the student get used to the routine of packing their backpack may be beneficial to the student. Someone may need to physically check the backpack until the student is used to the routine.
- Encourage the use of a pencil case for pens/pencils and erasers and a second one for colour pencils/markers or crayons, scissors and rulers.
- Have an extra supply of materials such as paper and pencils available in a labelled box. Allow the student to get whatever is needed. This will ensure the student is prepared even when supplies are misplaced.
- Use colour to coordinate textbooks, notebooks and folders so that each subject is clearly identified.
- Attach a large, laminated manila envelope or document holder to the side of the desk for all work so that no work goes into the desk until it can be put into the proper location. Give the student five minutes at the end of the day to clear this envelope.
- Provide worksheets and handouts that are already 3-hole punched to go directly into binders.
- Put a tapeline down the middle of the inside of the desk to allow for the separation of notebooks from textbooks.
- Minimize items in the student’s desk to only those that are necessary.