

# STUDY TIPS : PLANNING & ORGANISING

Students who organise their belongings and schedules tend to be better at completing work on time and being prepared for class and tests.

**Planning** is the ability to create and put into place strategies for achieving a goal or finishing a task.

**Organising** is the skill to manage and order personal belongings, projects/tasks, and workflow so that goals can be more easily accomplished.

Below are some strategies for how you can help your child build their Planning and Organisation skills at home:

- ★ Routinely check your child's backpack to ensure they have only the things they need (and nothing more). Tidy up any loose papers and materials that would otherwise pile up at the bottom.
- ★ Create checklists and To Do lists for what your child needs to do to prepare for their activities (e.g., listing all the things that need to be done to get ready in the morning before school).
- ★ Have your child talk about and/or write down each step they will need to do in a task or routine. Consider words like *First*, *Next*, *Then*, *Last* to help your child create a sequence of actions.
- ★ Practice "brainstorming" with your child – with any topic at all! (e.g., ask your child to list as many activities that the family can do on the weekend). Generating as many ideas as possible for something is important for Planning.
- ★ Use graphics organisers to structure information (e.g., from a story that was read, for planning a writing piece). See [www.understood.org](http://www.understood.org) for free graphics organisers to help with your child's reading, writing, and maths.
- ★ Encourage your child to summarise what they just learned. This helps them build their skills in organising and sequencing information.
- ★ Be a positive role model. Speak to your child about how you have your belongings organised in particular ways and talk aloud the ordered steps you do to finish a certain task.
- ★ Create storage solutions. This might include colour-coding binders or books. Make sure the organisation system is consistent and not often changed.