

STRATEGIES TO HELP WITH SELF-ORGANISATION

The following strategies can be used to help your child develop their organisational skills. Remember that these are just ideas and can be modified to suit you and your child. All of the suggestions may not be relevant for your child.

PROBLEM- DIFFICULTY FOLLOWING INSTRUCTIONS

- Instructions must be clear and brief and where possible presented physically in the form of charts, lists and other visual material.
- Start the instruction with the child's name to prompt them to listen
- Warn the child that an instruction is to follow and encourage him/her to listen carefully.
- Make direct eye contact when giving instructions.
- Encourage the child to repeat the instruction out loud, and even to utter them softly while following through the instruction.

PROBLEM- LOSING PERSONAL ITEMS AT SCHOOL

- Have a clear pencil case for school with only one of every item required.
- Make sure all items taken to school are clearly and permanently labelled.
- Have a spare set at home so that lost items can be quickly replaced.

PROBLEM- DIFFICULTY ORGANISING WORK ON THE PAGE

- Give work sheets with set spaces to record answers.
- Provide lined paper for writing tasks

PROBLEM- DIFFICULTY ORGANISING WORK SPACE

- Only have the items required for the task on the workspace.
- Everything has a place in the classroom and at home, which is clearly labelled
- Prepare the child in advance for a change in activity.

- Allow time for the child to organise himself/herself during transitions to a new activity or learning experience.

PROBLEM- FORGETTING TO TAKE THINGS TO SCHOOL

- It is often best to organise things for school the night before as the mornings can usually be a chaotic time! In one place have a chart with the days of the week and what needs to be taken to school. For example, Monday- lunch, gym clothes. Simple pictures may make it easier for your child to remember. Encourage your child to independently check the chart to make sure they have everything.
- Having a spare set of gym clothes kept at school may be a good idea.
- A diary can also be used.

PROBLEM- HOMEWORK!

- A homework diary can be very useful. Your child records the homework, subject, and due date. You can then sit down with your child after school and help them prioritise their homework. If your child has difficulty getting work down on paper then it may be helpful that the teacher checks to make sure they have got the details down correctly.
- Make a set time for homework and fit this into the daily routine. Kitchen timers can be used to mark periods of concentration (i.e. the child has to concentrate for 15 minutes and then can have a 5 minutes break and then concentrate for another 15 minutes).
- Check if your school has a homework club.

PROBLEM- DIFFICULTY ORGANISING SCHOOL BOOKS (SECONDARY SCHOOL)

- Colour coding books can be particularly useful for secondary students who have a number of different classes. For example, all science books are colour coded blue. Science lessons are also colour coded blue on the child's timetable.
- Plastic folders, in the same colour as the timetable and book code, are useful for loose sheets.
- Put one day aside a week to tidy up folders and books (i.e. hole punch and file loose sheets).