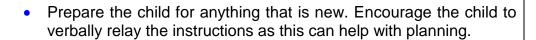
Top Tips for Organisational Skills

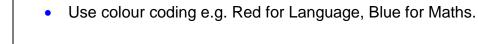


Below is a list of strategies which have been found to be beneficial for children who have difficulty with organisation. Choose the strategies that you believe will best suit your child/pupil.





- Involve the child as much as possible, encourage self-monitoring and discuss strategies that are working or not working.
- Establish a daily routine or schedule. Record the schedule or timeline in a visible place each day and discuss with child.
- Schedule a set time each day for the child to organise their belongings e.g. tidy bedroom or sort school bag.



- Encourage the child to keep their belongings in a particular place e.g. a pot or tray so that he/she only has to remember to find one place to retrieve books, pencils, gym materials, coat on coat hook, and shoes by school bag.
- Use checklist for packing school bag and consider packing in the evening
- Use visuals on key ring as a prompt for packing bag/pencil case/etc
- Use electronic devices for reminders e.g. phone/speakers
- Provide clear spatial boundaries e.g. a carpet square to sit on during circle time or watching T.V or place mat on table.
- Teach organisational and problem solving skills e.g. use of lists, time management, planning of daily activities, organisation of folders.



