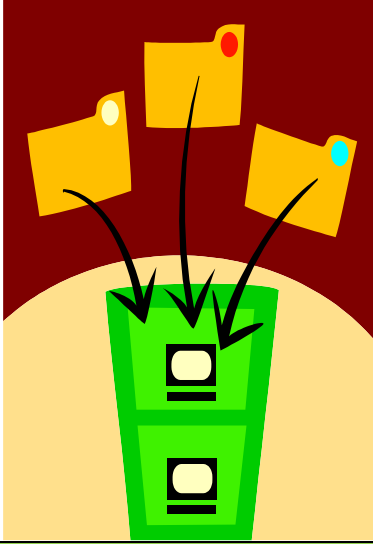


IMPROVING ORGANIZATIONAL SKILLS



Time Required: 30-45 minutes

Principles:

- Students will acquire attitudes, knowledge, and skills that contribute to effective learning in school and across the lifespan.

Objectives (Students will...):

- Apply time management and task management and learn to balance school, studies, extra-curricular activities, leisure time, and family life.
- Become aware of the benefits of improving their own organizational skills and steps they can take to accomplish this.

GOAL: Students will become aware of the benefits of improving their own organizational skills and steps they can take to accomplish this.

Activity Statements:

Students will complete a survey and choose particular steps that they can take to improve their organization skills.

Materials:

1. Handout 1 – “Organizational Skills Survey”
2. Pen/pencil

Procedures:

1. Duplicate and distribute the handout.
2. Give the students 20 minutes to complete the survey.
3. Ask students to discuss some of their responses.
4. Use any remaining time to discuss the questions below.

Discussion:

1. If getting yourself organized is a struggle, how can you improve? If you were a parent, at what age would you begin to teach organizational skills?
2. Give some tips that you have used that help you get more things done.
3. Who is the most organized person you know? Why?
4. Tell about what you were disappointed with and what you would have done differently.

IMPROVING ORGANIZATIONAL SKILLS

Integrative Closing Statement:

Getting organized and changing habits takes real effort. It is a paradox, but the extra effort actually makes life easier and more enjoyable. The key is to identify one thing at a time and make the effort to improve that one thing. The struggle to stay on top of your responsibilities will be a lifelong one. You will face a number of new situations and jobs in the future. In just about every case, the habits and organizational skills you learn in school will empower you to meet these challenges, but only if you put the effort in now to acquire them.

Additional Resources:

Seven Habits of Highly Effective Teams by Steven Covey

A website full of organizational tips for students <http://www.hellofriend.org/parents/organizational.html>

Extension Activities: Continue to look for and share tips to help you and your peers be better organized.

Activity:

Have students review articles and ADVISORY in [Succeeding in High School](#) section

Resource:

Lesson Plan – [Successful Study Techniques](#)
