

ORGANISATION

Personal organisation is an essential achievement skill for children

Many children – particularly boys – need assistance in the area of personal organisation. Adults can help children become better organised.



Personal organisation refers to children's ability to manage their time, their environment and their work tasks. For some children personal organisation comes naturally. Many children – particularly boys – need assistance in this area. A structured, orderly, uncluttered environment at home and at school makes it easier for children to be organised and in control.

BRIGHT IDEAS FOR PROMOTING ORGANISATION SKILLS

**HERE SOME IDEAS TO HELP
YOUR CHILDREN BE BETTER
ORGANISED:**

1. Routines take the worry out of remembering.

Homework routines, morning routines, even after-school unpacking routines help children to be organised. For instance, an after-school routine may include unpacking a schoolbag, handing school notices to a parent and eating a snack.

2. Have regular homework time.

Establish a regular homework time and help your child to stick to it. If no formal homework has been set then use this time for reading.

3. Have morning round-up.

Remind children of the day's events each morning so they can plan accordingly.

4. Use routines and structure.

There are times when so much is going on in young people's lives that they need structure and routine to help them get organised. Gentle reminders to pack lunches, take notices to school and even to dress appropriately can assist children when they are busy.

5. Make use of a check list when it all seems too much.

Place a list of routine morning activities by a child's bed and insist that it be checked before he or she goes to school. Lists are one way to help boys become better organised.

6. Clear away the clutter. A regular clean-up of desks and work areas can help children regain control of their environment.

7. Less is better. Encourage children and young people to bring home only the books that they will work on each night. Some children become overwhelmed when they have a bagful of books and they have difficulty knowing where to start.

8. Use a diary to plan ahead.

Encourage your child to place homework, social and school events in a diary.



Parenting *ideas*
MICHAEL GROSE

Parenting Ideas Tip Sheet