

## **Teaching Organizational Skills and Tips for Homework Success**

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## **Agenda**

- Morning Routine
- School (Organizational Tips)
- Time Management
- Homework
- Learning Styles / Multiple Intelligences
- Fireman's Drill
- Show and Tell
- Questions



## **Morning Routine**

- Create a morning routine
- Build in extra time by setting alarm for 10 minutes earlier
- Create a check list for morning activities
- Eat breakfast
- Make sure your child has everything before they leave the house.



## **Sample Morning Routine**

- Wake up 6:45
- Get ready 6:45-7:15
- Breakfast 7:15-7:40
- Pack lunches 7:40-7:50
- Double check that you have everything for the day
- Out the door 8:00



## Establish a System of Organization for School



## Organize

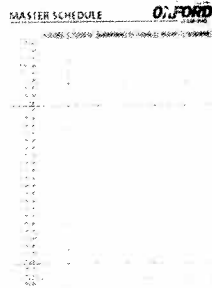
1. Planner: Teach how to fill it out
2. Binder: A-Day / B-Day  
(for high school students)
3. Homework folder



**Color code and label everything!**

## Time Management

- Plan out the week
- Make a to do list
- Prioritize
- Set goals
- Set aside extra time



## Problem Areas

1. Keeping subjects apart from each other  
Teach to write the subject, date, and purpose of each paper that is given to them.  
(Homework, Notes, Daily Grade, Quiz, Test)
2. What is important and what is not?  
New work, old work, completed work, graded work ect.  
Create folders at home for graded and old work
3. Remembering important assignments and dates

SCHOOLS OUT



TIME FOR HOMEWORK



## Time for Homework!

- Have a set time and place to do homework
- Reduce distractions
- Build in breaks (20 min work 5 min break)
- Have all materials ready (calculator, dictionary, pens, paper)
- Set an example (read, balance checkbook, make to do list)
- Help prioritize (create to do list, list assignments from most to least difficult, schedule in time to study)
- Reinforce and reward (T.V., video game, talk on phone)

## What Not To Do

- Complete the homework for them
- Get into a power struggle
- Put extra-curricular activities ahead of homework
- Allow excuses
- Forget to notice when they are doing what they are suppose to do "Getting caught being good"

## Why is Homework so Difficult?

- Students may be overwhelmed by the task
- Students may be unsure of the task's requirements
- Students may not see the point of homework
- Students may have difficulty finding the time to complete their homework

## Why Do Homework!

- Responsibility
- Gaining higher grades
- Positive attitude toward school and learning
- Reinforce skills already learned
- Build work ethic
- Work independently
- Learn to be resourceful
- Initiative

## Learning Styles

### **Visual Learners**

They may think in pictures and learn best from visual displays, including: diagrams, illustrated text books, overhead transparencies, videos, flipcharts and hand-outs.

### **Auditory Learners**

They learn best through verbal lectures, discussions, talking things through and listening to what others have to say. Auditory learners interpret the underlying meanings of speech through listening to tone of voice, pitch, speed and other nuances.

### **Tactile/Kinesthetic**

Tactile/kinesthetic persons learn best through a hands-on approach, actively exploring the physical world around them. They may find it hard to sit still for long periods and may become distracted by their need for activity and exploration.

## Multiple Intelligences

**Linguistic intelligence** ("word smart")

**Logical-mathematical intelligence** ("number/reasoning smart")

**Spatial intelligence** ("picture smart")

**Bodily-Kinesthetic intelligence** ("body smart")

**Musical intelligence** ("music smart")

**Interpersonal intelligence** ("people smart")

**Intrapersonal intelligence** ("self smart")

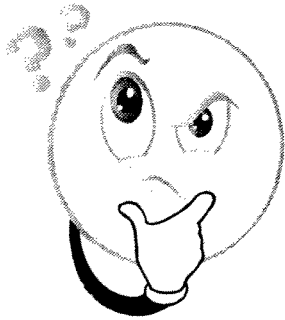
**Naturalist intelligence** ("nature smart")

## Fireman's Drill

- Prepare everything for the next day the night before
- Have clothes picked out
- Start lunches
- Have backpack ready
- Set up for breakfast

## Show and Tell

## Questions



## E-mails

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## Sources

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- <http://math.about.com/cs/multiplication/a/multiw.htm>

# MASTER SCHEDULE



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKEND
7:00 a.m.						
7:30 a.m.						
8:00 a.m.						
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10:00 p.m.						
10:30 p.m.						
11:00 p.m.						

# Straight A's Strategy

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## Are you interested in making an A on every test this year?

A simple but efficient reading/study strategy is all that is necessary to make an A on any test.

It is so easy to use, it can be used as soon as your reading assignment is given and several minutes of class time.

It is so easy to use, that a lot of class time will no longer be the dismal dreadful event that it

## Reading/Study Strategy

1. You scan a short section. **Read the titles and subtitles only.**

*(30 seconds max.) If you spend more than 30 seconds here, the section is too long. Break it into two parts and continue on to step two.*

2. Read the main ideas in the section. **Read the first sentence of each paragraph.**

*(One to two minutes.) Now you have at least an idea about what your teacher will be talking about.*

3. Carefully read. Read for understanding. **Read everything on each page.**

How do you do this? Find a quiet place to do this step  
*(15 minutes.)*

4. Write down questions/inquiries... **Write down some details.** Write questions about what you do not quite understand. DO NOT COPY WHAT YOU READ!!

*This step can usually be accomplished during class. (10 minutes max.)*

5. Always, by your best, to always read ahead of the instructor's lecture or presentation. You will be better informed and get more from the lecture.

"If you do not have a plan, you are just goofing around. Please do not goof around with your grades."

**"The first step to success is called DECISION...decide to succeed."**

# STAKSAP

## Science TAKS Answer Plan...

Never miss another Science TAKS question again!!

1. Find out exactly what the question is asking.

2. Ask yourself, "*What do I need to know or do to answer the question?*"

Check out these options:

a. Calculate using the formula chart?

b. Interpret a chart, graph, or illustration?

c. Sketch or draw a chart, graph, or illustration?

d. Use previous knowledge?

3. Actually do the appropriate option in #2. (*You may have to do more than one option.*)

4. Look for your answer choice.

5. Found the correct answer.. Mark it and move on.

6. Cannot find the correct answer... **Do not guess.**

Move on but try it again later. (*Put a question mark by the number or circle it to help you remember to try it again later.*)

7. Finally, go back over the rest to check for questions that need to be tried again and choose a reasonable answer. **do not guess.**

*Remember, you will not be penalized for guessing, but you will be penalized for leaving a question blank. So, if you are unsure of the answer, use the **Plan** and try to guess!*

## Items Needed for a Portable Homework Station

- Pencils and Pens
- Pencil Sharpener
- Correction Fluid and erasers
- Crayons, markers, colored pencils
- Stapler, staples, staple remover
- Tape, glue
- Scissors
- Index Cards
- Paper Clips
- Ruler
- Calculator
- Highlighters
- Sticky notes
- Hole punch
- Protractor



