

# Organization Skills Training

## Caregiver Handout



Your student is participating in organization skills training at school.

## What is Organization Skills Training?

- An intervention that teaches students how to manage their time, materials, and assignments effectively.
- Teachers work with students to develop an organization checklist and create goals that will help them succeed.
- Teachers regularly review (e.g., twice per week) the checklist to evaluate if goals are met.
- When goals are not met the student is given the opportunity to perform the activity **at that time**. This helps the student develop organizational skills, rather than having adults perform the task for them.
- Students review the checklist with teacher feedback over several months until they can succeed on their own.

### ORGANIZATION SKILLS TRAINING CAN HELP YOUR STUDENT:

Complete and turn in assignments on time

Organize their locker, bookbag, and materials

Develop time management skills

Feel more successful in school

## Steps to Support Organization Skills At Home

**First, consider what skills your child needs most to succeed.** For example:

- Organized materials and belongings in their room
- Time management for homework or chore completion
- Checklists for completing multi-step tasks or routines

**Second, collaborate with your student to create a checklist for success. Identify the goal and the steps to achieve the goal.** For example:

Goal:

- Identify and complete assigned homework before leaving for school.

Checklist questions:

- Was all assigned homework brought home?
- Is all assigned homework completed before the day it is due?
- Is all assigned homework in the proper place (in the correct folder, inside of the backpack) before leaving for school?

**Third, identify specific times to review the checklist.** Compliment your student for the steps they completed. For the steps that were not complete, ask the student to complete them at that time. This helps them gain practice in completing steps they find more challenging. For example:

- Go through the Homework Checklist questions in the morning before school.
- Praise the student for the steps they have completed, and if able, have them finish incomplete steps before leaving home.



## Helpful Tips

- **Incorporate a reward for success** to help motivate your student.
- **Ask your student what they think should be included in the checklist.** Honoring your student's preferences will increase the likelihood of participation and success.
- **Conduct surprise checks** to encourage your student to keep their materials organized all of the time.
- **Do NOT organize the materials for your student.** Instead provide guidance and support. This responsibility will help your student to develop their organization skills and habits.