

Organisation



Organised Behaviour

- Brings home all materials needed for homework
- Brings homework and other important materials to class
- Gets started on class work right away
- Makes sure understands instructions before beginning work
- Keeps a neat desk and school bag and study area at home
- Has all school supplies ready
- Seems to plan enough time for completing homework on time and to review for quizzes/exams
- Finishes one activity and begins the next activity
- Knows schedule
- Listens when instructions are given
- Is aware of important "special events" at school

Organisation

Things to Say to Encourage Organised Behaviour

- "You are organised."
- "Doesn't it feel good to be organised?"
- "Being organised is helping you be successful."
- "You really planned well."
- "You really focussed to get your work in on time."
- "I bet it makes school easier when you have everything ready."
- "You are really keeping your backpack/ book bag clean and neat."
- "I can see you are planning ahead so that you do not rush your work at the very last minute."
- "When you are prepared, you can do a good job."
- "You planned well. You finished on time."



Teach the Following Types of Thinking

- **Setting Goals:** Setting a goal can help you to be successful.
- **Planning My Time:** Think about how long it will take to do your schoolwork, and plan enough time to get it done.