

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Organizational Skills

**Directions:** Let's explore how to use organizational practices that can help you at school, home, and beyond. Use the chart below to reflect on your organizational skills.

**Organization** means that you have the things you need and you know where to find them. Why is it important to stay organized? How can organization help you?

Where and when do you feel **the most** organized? Why?

Where and when do you feel **the least** organized? Why?

Reflect on a time when you were **organized and prepared**. Why do you think that was?

Reflect on a time when you were **disorganized and unprepared**. Why do you think that was?

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# Organizational Skills: At School

**Directions:** Let's use the checklist below to help you stay organized at school in a variety of spaces. Check off which tasks you can do to stay organized!

## I can get organized and prepared for the next day of school night by...

- Laying out my clothes for the next day.
- Packing my backpack with all the books and supplies I need.
- Completing my homework assignments.
- Putting my shoes and socks together by the door.
- Checking the weather forecast and pick appropriate outerwear.
- Setting an alarm clock to wake up on time.
- Preparing a healthy lunch.
- Brushing my teeth.
- Reviewing my schedule and thinking about the next day.

## I can stay organized at lunch by...

- Labeling my lunchbox with my name.
- Putting my lunchbox in my backpack in the morning.
- Cleaning up any spills or messes.
- Throwing away trash in the proper bins.
- Not sharing food with others without permission.

## I can stay organized in my classroom and when completing work by...

- Keeping my desk or workspace neat.
- Using a folder to organize my papers.
- Writing my name and date on every assignment.
- Following the teacher's instructions carefully.
- Asking for help when I don't understand something.
- Using a planner or calendar to track due dates.
- Staying focused on one task at a time.
- Putting away supplies after using them.
- Checking my work for errors before giving it to my teacher.
- Keeping a positive attitude and staying motivated.

## I can stay organized at the end of the school day when it's time to return home by...





- Packing up everything that belongs to me.
- Checking my desk for any forgotten items.
- Putting away any shared materials or supplies.
- Saying goodbye and thanking the teacher.
- Double-checking my backpack for everything I need.
- Walking in a quiet and orderly line with classmates.
- Waiting patiently for the school bus or parent pickup.
- Reflecting on my day and sharing highlights with my family.

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# Organizational Skills: At Home

**Directions:** Let's use the checklist below to help you stay organized at home in a variety of spaces. Check off which tasks you can do to stay organized!

<p> <b>I can keep my bedroom organized by...</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Making my bed every morning.</li><li><input type="checkbox"/> Putting dirty clothes in the laundry hamper.</li><li><input type="checkbox"/> Hanging up or folding and putting away clean clothes.</li><li><input type="checkbox"/> Keeping the floor clear of clutter and toys.</li><li><input type="checkbox"/> Emptying and organizing my backpack after school.</li><li><input type="checkbox"/> Using hooks or hangers for jackets and backpacks.</li><li><input type="checkbox"/> Checking for any items that don't belong and returning them to their proper place.</li></ul>	<p> <b>I can keep the bathroom organized by...</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Hanging up towels on hooks or towel bars.</li><li><input type="checkbox"/> Putting away toiletries after using them.</li><li><input type="checkbox"/> Organizing hair accessories and toothbrushes.</li><li><input type="checkbox"/> Closing the toilet lid after use.</li><li><input type="checkbox"/> Cleaning up any water splashes or spills.</li><li><input type="checkbox"/> Emptying the bathroom trash when it's full.</li><li><input type="checkbox"/> Keeping the sink and countertop clear.</li></ul>
<p> <b>I can keep my play area organized by...</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Sorting and putting away toys in labeled bins or baskets.</li><li><input type="checkbox"/> Cleaning up one activity before starting another.</li><li><input type="checkbox"/> Checking for broken toys and either fixing or discarding them.</li><li><input type="checkbox"/> Putting art supplies back in their designated storage.</li><li><input type="checkbox"/> Wiping down surfaces after use.</li><li><input type="checkbox"/> Organizing board games and puzzles neatly on shelves.</li><li><input type="checkbox"/> Asking for help if a big cleanup is needed.</li></ul>	<p> <b>I can keep the kitchen organized by...</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Putting dirty dishes in the sink or dishwasher.</li><li><input type="checkbox"/> Throwing trash and recycling in the appropriate bins</li><li><input type="checkbox"/> Cleaning up any spills.</li><li><input type="checkbox"/> Putting away pots, pans, and cooking utensils after use.</li><li><input type="checkbox"/> Helping with grocery shopping and organizing groceries when they come home.</li></ul>

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# ***Organizational Skills: The Future!***

**Directions:** Let's use the chart below to help you think about the future you and how organization will help you achieve your goals!

**First, identify and describe a job you'd like to have when you're older.**

**What things (tools or objects) will you need for this job? Where do you think these things will be stored or kept?**

**How will organization help you in this career?**