




# Top Tips for Organisational Skills

Below is a list of strategies which have been found to be beneficial for children who have difficulty with organisation. Choose the strategies that you believe will best suit your child/pupil.

  	<ul style="list-style-type: none"> <li>• Prepare the child for anything that is new. Encourage the child to verbally relay the instructions as this can help with planning.</li> <li>• Involve the child as much as possible, encourage self-monitoring and discuss strategies that are working or not working.</li> <li>• Establish a daily routine or schedule. Record the schedule or timeline in a visible place each day and discuss with child.</li> <li>• Schedule a set time each day for the child to organise their belongings e.g. tidy bedroom or sort school bag.</li> <li>• Use colour coding e.g. Red for Language, Blue for Maths.</li> <li>• Encourage the child to keep their belongings in a particular place e.g. a pot or tray so that he/she only has to remember to find one place to retrieve books, pencils, gym materials, coat on coat hook, and shoes by school bag.</li> <li>• Use checklist for packing school bag and consider packing in the evening</li> <li>• Use visuals on key ring as a prompt for packing bag/pencil case/etc</li> <li>• Use electronic devices for reminders e.g. phone/speakers</li> <li>• Provide clear spatial boundaries e.g. a carpet square to sit on during circle time or watching T.V or place mat on table.</li> <li>• Teach organisational and problem solving skills e.g. use of lists, time management, planning of daily activities, organisation of folders.</li> </ul>
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