

# Organization Tips for the Secondary Student

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*Proper Preparation Prevents Poor  
Performance*

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*~James Baker (President George H.W. Bush's  
former Chief of Staff)*

# GT & ORGANIZATION

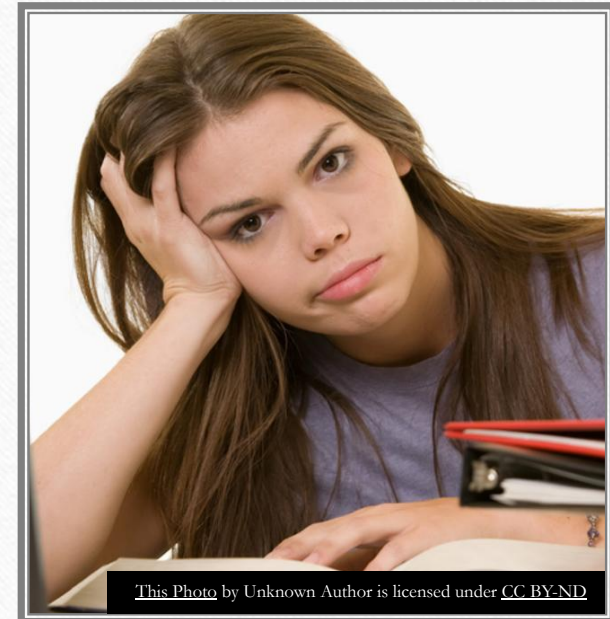
- **Disorganization and Distractibility**

- It is not uncommon for gifted students to struggle with organization. Although they find schoolwork easy, they often work through their assignments so quickly that they become forgetful.
- Gifted brains are **hyper-sensitive**, meaning they store information faster, recall facts easier, and are also distracted easily.

A student's distractibility contributes to disorganization in the following ways:

- They forget to finish what they started.
- Their minds are working overtime and doing things too quickly.
- They neglect to pay attention to details.

- <https://study.com/academy/lesson/gifted-students-disorganization.html>



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# GT & ORGANIZATION

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- **Disorganization and Distractibility**

- They can't find the material they need to complete an assignment.
- They do not throw out old papers.
- They procrastinate long-term assignments like reports and research papers.
- They complete the work, but can't find it the next day.
- Sometimes gifted students also have other things going on, such as Attention Deficit Hyperactive Disorder (ADHD) or a learning disability. When this is the case, it is almost expected that a student will have problems with organization and time management. Either way, it is important that teachers and parents teach organizational skills to help their gifted students reach their potential.

<https://study.com/academy/lesson/gifted-students-disorganization.html>



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# ORGANIZATION

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- ❖ Organization **starts at the home-** clear clutter, keep supplies in order, dedicate study area – **DISTRACTION FREE ZONE HOMEWORK ONLY**
- ❖ Setup in beginning of school year and continue to monitor work area with periodic cleaning throughout year





## ORGANIZATION

- ❖ *Routine, Routine and Routine!*

*Kids need structure and routine to organize*

*set schedules – wake up , breakfast, school, outside/leisure, snack time, homework time*



# ORGANIZATION

- ❖ Do not procrastinate – use calendars, white board calendars, alerts, software, [task apps](#), smartphone alerts, visuals, checklists
- [Myhomework](#)
- [iCal](#)
- [Put it Away](#)
- [Workflowy](#)
- [Evernote](#)

<https://learningworksforkids.com/2013/09/top-5-organization-apps-for-kids/>

MONTH						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

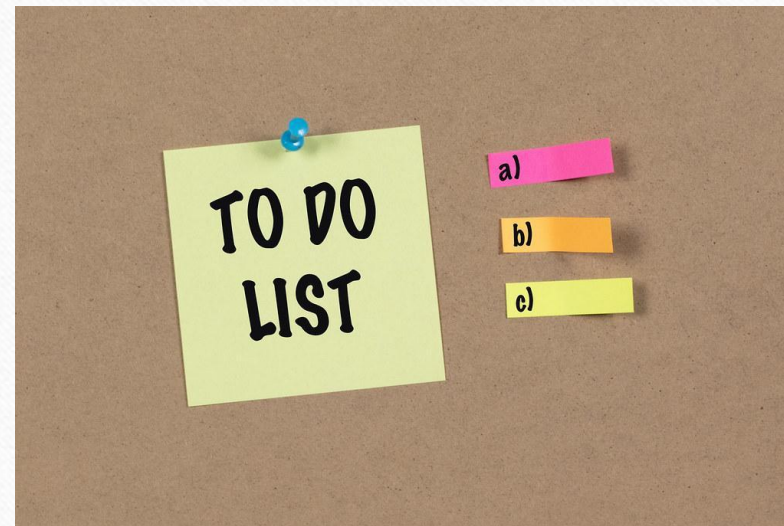


# ORGANIZATION

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- ❖ Written reminders – use sticky notes!

*Writing Stimulates the Mind!!!*





## ORGANIZATION

- ❖ Use color coded notebooks, bins, etc- visually organize



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# ORGANIZATION

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- **PRO ORGANIZATION TIP:**

- Buy high quality and functional supplies. Binders that are falling apart will only lead to more disorganization. Sturdier products will be able to handle the abuse that middle schoolers put them through. This saves the need to buy more supplies during the school year.

<https://www.oxfordlearning.com/organized-middle-school-students-parents/>



# ORGANIZATION

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- ❖ TIME MANAGEMENT
- ❖ PLAN ON SUNDAY FOR THE WEEK AHEAD- get clothes ready, make the bed, etc
- ❖ SET BEDTIMES ESPECIALLY ON SUNDAY NIGHT TO START THE WEEK – AVOID MONDAY FATIGUE



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# ORGANIZATION

## *KEY TAKE AWAYS.....*

- ❖ BE PATIENT
- ❖ BE CONCISE
- ❖ BE CLEAR

### ***Encourage Positive Routine***

Once something becomes a habit, it will be automatic for students.  
Help your child learn the strategies above to set him or her up for success.  
Suggest secure places to keep supplies and create a sample daily planner.

**Don't force your child into a routine that doesn't work for him or her.**

**The most important part is that he or she has a system to consistently follow.**



# ORGANIZATION

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~ For every minute spent organizing, an hour is earned. ~ Benjamin Franklin

# RESOURCES & REFERENCES

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- <https://www.oxfordlearning.com/organized-middle-school-students-parents/>
- <https://www.schoolplanner.com/organization-skills-students/>
- <https://www.prufrock.com/5-Ways-to-Help-Gifted-Students-Get-Organized.aspx>
- <https://yourteenmag.com/teenager-school/teenager-middle-school/help-your-teenager-get-organized>
- <https://www.prufrock.com/5-Ways-to-Help-Gifted-Students-Get-Organized.aspx>
- <https://study.com/academy/lesson/gifted-students-disorganization.html>