

Organizational Skills

Go For Your Goals, Module 5



AGENDA



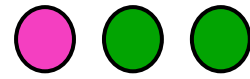
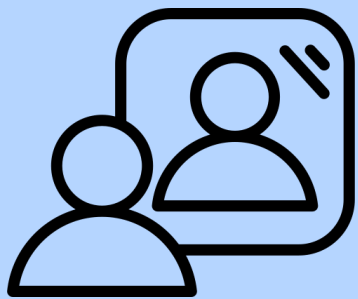
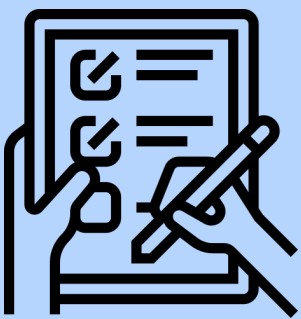
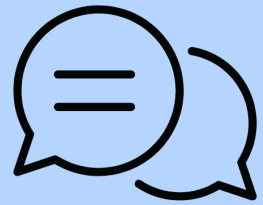
1. Brainstorm: Previously we have talked about skills that are important in the workplace. Which one of those skills do you think is the most important? (Communication, Creating and Innovation, Executive Functioning, Teamwork and collaboration, Adaptive thinking)



2. Activity: Independently, take the organization skills assessment. As a group review the skills and examples provided, then in small groups fill in your own ideas for the chart.



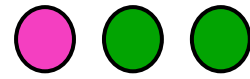
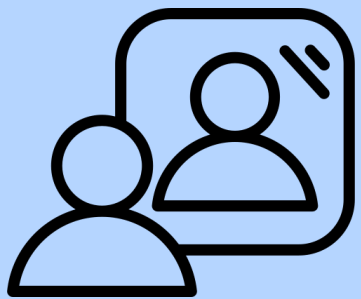
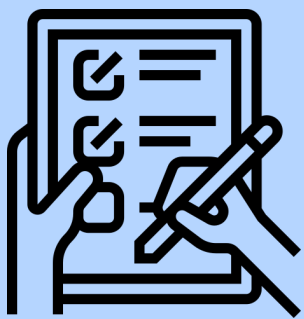
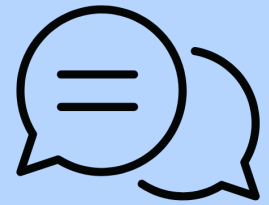
3. Reflect: Which of the organizational skills areas would you most like to improve? How will you do so? How will you benefit from improving your organizational skills?



BRAINSTORM



Previously we have talked about skills that are important in the workplace. Which one of those skills do you think is the most important? (Communication, Creating and Innovation, Executive Functioning, Teamwork and collaboration, Adaptive thinking)



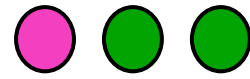
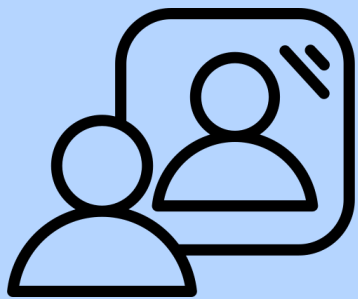
DISCUSS



Share your responses from the brainstorm.

Why might one skill be more important than another?

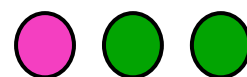
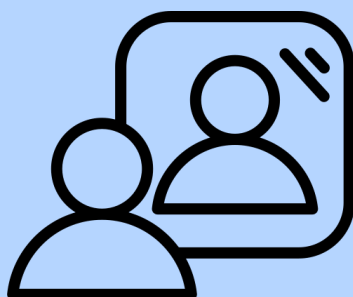




DIVE IN



Organizational skills are part of the **executive functioning skills** that help you plan, manage your time, identify areas where you need help, prioritize, and stay motivated.



ACTIVITY



Independently, take the organization skills assessment. As a group review the skills and examples provided, then in small groups fill in your own ideas for the chart.



High School

Worksheet

Name: _____

Date: _____

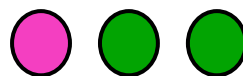
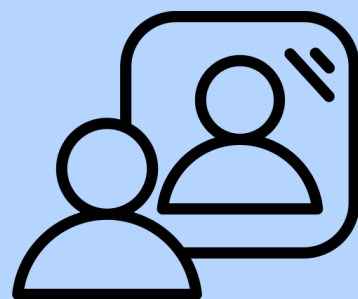
Organizational Skills

How are your organizational skills? Take the following quiz to find out! Rate yourself using the following scale on each of the questions below.

1: Never, 2: Occasionally, 3: Sometimes, 4: Usually, 5: Always

1. I submit my assignments on time. _____
2. I have a schedule or routine and stick to it. _____
3. I use an app or planner to help keep track of assignments, dates, etc. _____
4. I use a designated space at home where I work on assignments. _____
5. I stay motivated to complete assignments and meet deadlines or goals. _____
6. Anytime I have an assignment, I create a thoughtful plan to complete it. _____

*Total score: _____

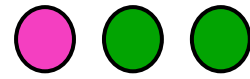
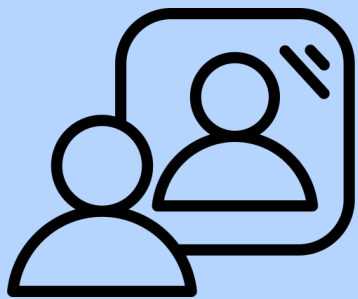
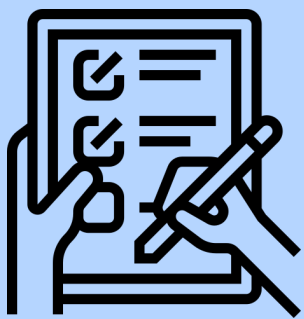
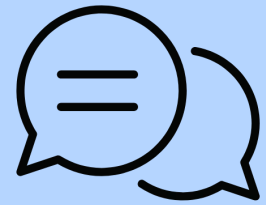


ACTIVITY



| Skill | Example | When to Use it |
|-----------------|---|--|
| Planning | <p>Set short deadlines and goals for big projects. Break projects into smaller parts.</p> <p>Learn More</p> | <p>Long term projects or for someone that benefits from frequent reminders.</p> |
| Time Management | <p>Set time limits. Balance free time with time on task.</p> <p>Learn More</p> | <p>When you have deadlines but also need time for self-care.</p> |
| Prioritizing | <p>Decide what's important and do the most important thing first.</p> <p>Learn More</p> | <p>When you have multiple deadlines or too many things going on at one time.</p> |

| | | |
|-----------------------|--|---|
| Identifying Resources | <p>Using a calendar or app to stay on top of deadlines. Using a tutor or other assistance at school for subjects you need help with.</p> <p>Learn More</p> | <p>Use a calendar or app daily if you have a hard time remembering things. Use additional help as needed.</p> |
| Motivation | <p>Use positive self-talk to help stay focused, reward yourself when you reach a goal.</p> <p>Learn More</p> | <p>Anytime a task seems overwhelming or when you have to do something that you don't want to do.</p> |
| Create a Space | <p>A quiet space (library, desk in your room, etc.) where you can concentrate on what you need to do.</p> <p>Learn More</p> | <p>When you have something you need to do and might get easily distracted.</p> |



REFLECT



Which of the organizational skills areas would you most like to improve?
How will you do so? How will you benefit from improving your
organizational skills?



Extend & Enrich

- ADDitude: *Secrets of the Organized Student:*
www.additudemag.com/getting-and-staying-organized-neat-tricks/
- ASCD: *Essential Skills for New Teachers:*
www.ascd.org/el/articles/essential-skills-for-new-teachers
- Understood: *How to Teach Your High-Schooler Organizational Skills:*
www.understood.org/articles/en/at-a-glance-7-ways-to-teach-your-high-schooler-organization-skills



Home Connection



Home Connection

Organizational Skills

Dear _____,

Today in class, we learned that **organizational skills** are part of the executive functioning skills that help you plan, manage your time, identify areas where you need help, prioritize, and stay motivated.

Please encourage your student to share the skills reviewed (Planning, Time Management, Prioritizing, Identifying Resources, Motivation, Create a Space) and share with them how you or other family members are already using these skills.

Please do not hesitate to reach out with any questions or concerns.

Best,

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Professional Development



Take 5 minutes to consider: How are your organizational skills? In which areas do you need to improve? How?





Lesson Complete!

