




Let's Get Organized

For Parents of Children in K-12



A conceptual image showing two black silhouettes of hands holding a 3D word 'HAPPY' against a bright, cloudy sunset sky. A faint rainbow is visible on the left side.

How Do Organizational
Skills Affect Our Lives
and Our Happiness?



What are Executive Function Skills?

Skills that allow us to successfully use our intelligence and problem solving skills:

- Goal setting
- Planning
- Organizing
- Prioritizing
- Remembering information in working memory
- Monitoring our behavior
- Shifting back and forth (transitions)



Strengthening Executive Function Skills

- Skills need to be explicitly taught and practiced
- New neural connections in the prefrontal cortex of the brain can be formed and strengthened





How to Prepare for Success

The background of the slide features a photograph of several people sitting at a long wooden table, likely in a meeting or collaborative workspace. They are focused on their work, with some looking at documents or devices. A prominent diagonal overlay, consisting of a light grey triangle on the right and a semi-transparent reddish-pink triangle on the left, divides the image. The title text is positioned in the upper right area, within the white space of the grey triangle.

Clearly Define What Needs to Be Done

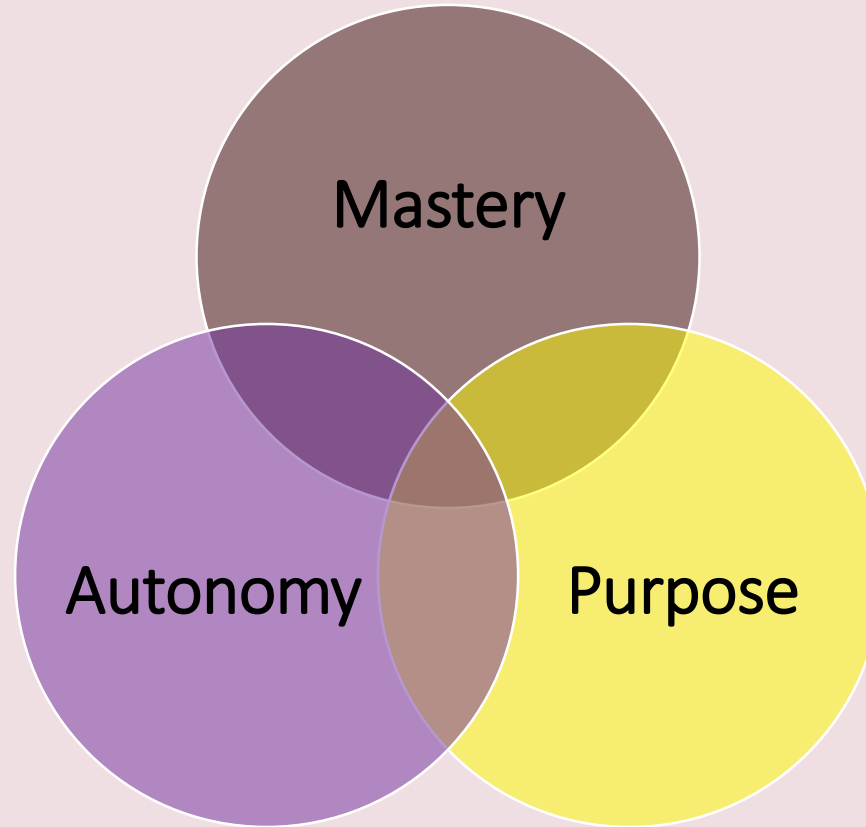
- Do not assume your child knows **WHAT** needs to be done
- Do not assume your child knows **HOW** to do it
- Approach the task from an organizational standpoint



Move It With Motivation

- Smart does not necessarily mean motivated
- Meet your child where he/she is at, and set them up to be successful
- Motivation increases with **MASTERY, AUTONOMY** and **PURPOSE**

Intrinsic Versus Extrinsic Motivation





PREPARE THE ENVIRONMENT

- Establish a dedicated work space for homework
- Stock the space with needed technology and supplies
- Provide oversight of the homework process as needed

Hunt and Gather: Get Ready to Begin

- Make a plan of action
- Plan time to gather all necessary resources (materials from craft store, books from library, etc.)





CHUNK AND TIME IT

- Break the assignment down into **smaller pieces**
- Have your child predict how long each chunk will take, then discuss the **actual time it took**
- Accurately predicting time reduces anxiety and encourages your child to get started





Developing an Accurate Sense of Time

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Visual Timer



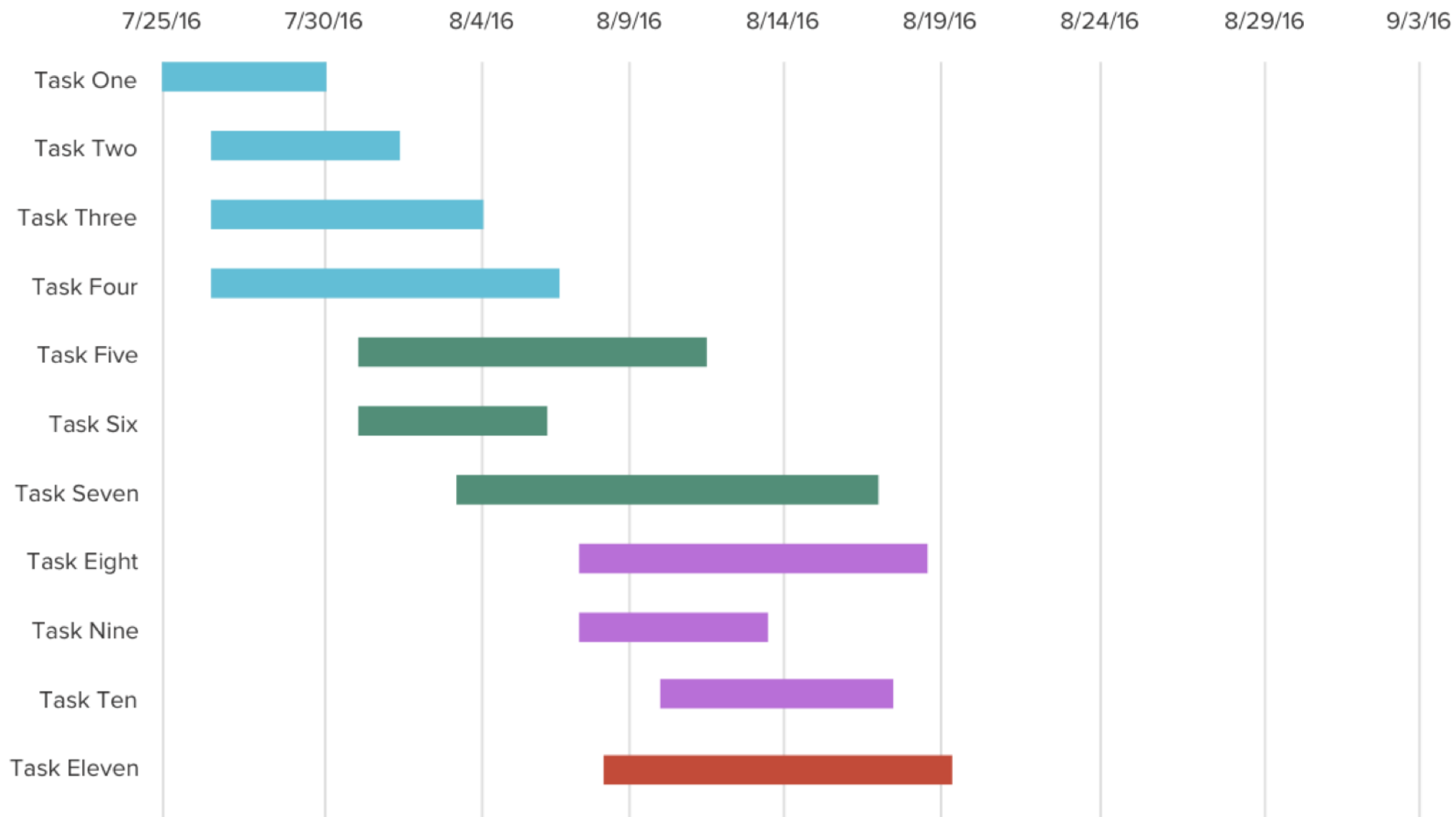
USE VISUAL STRUCTURES

Teach your child how to use
a visual long-term mapping
chart [Gantt Chart]

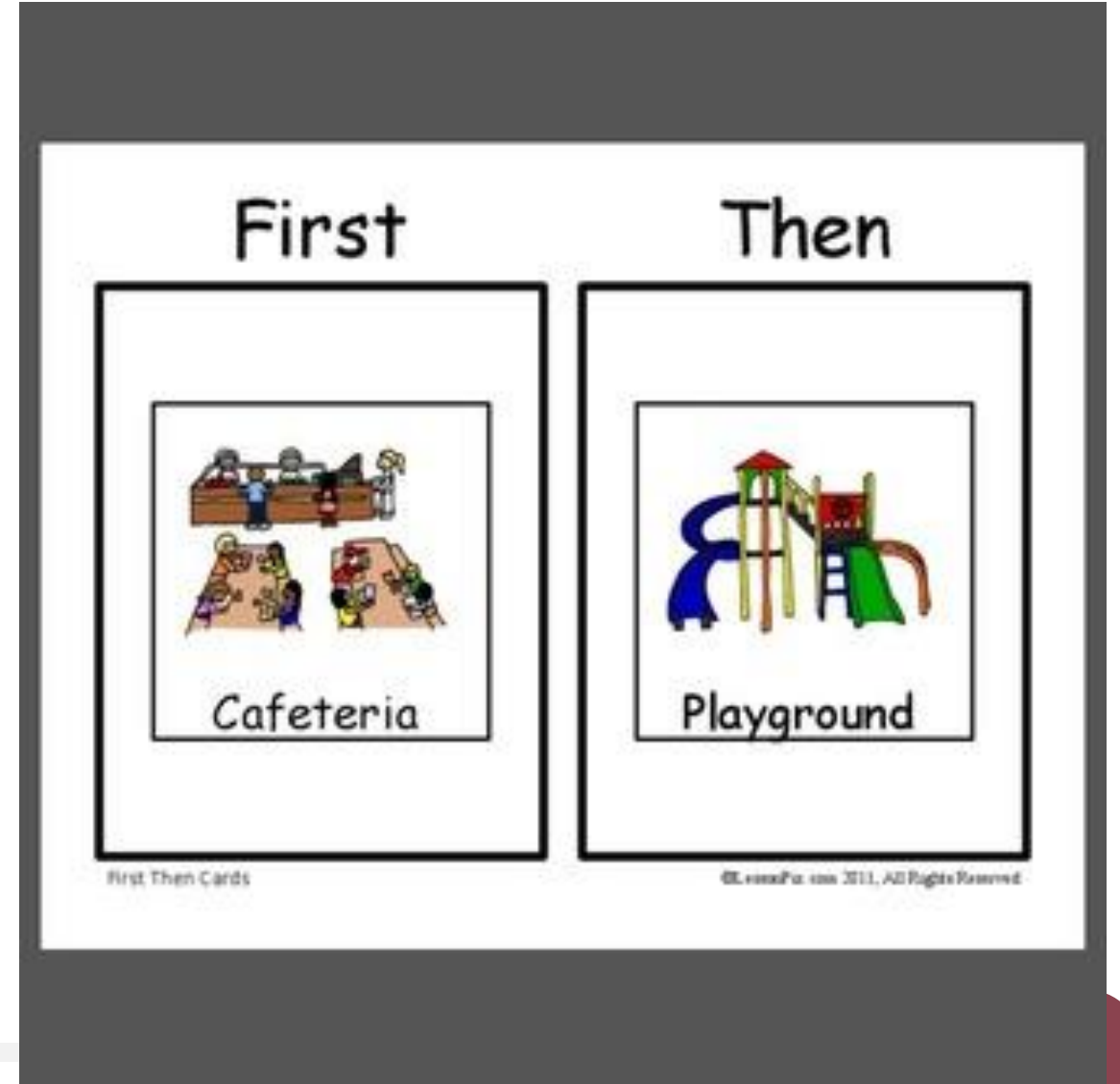
Use picture sequences to
represent the process



GANTT CHART



PICTURE CUES

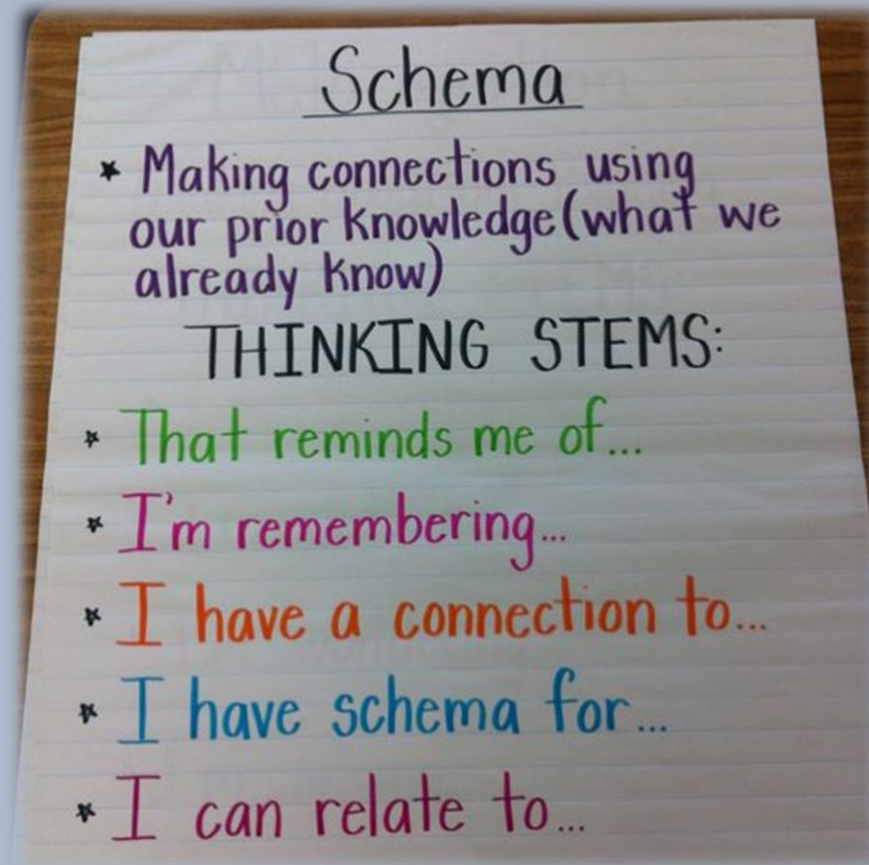


Operating without schemas

Life without a schema means when you.....

- Are told to clean your room - you don't know where to start
- Need to get ready for school - you don't generate a flow chart
- Attend a birthday party - you are frustrated when you have to wait for the goody bag
- Are faced with an unfamiliar situation - you have difficulty adapting, knowing how to behave or knowing what is expected of you

Developing Schema





PRIORITIZE AND PLAN DAILY

- Make a “To Do” list and prioritize items
- Test your child’s baseline attention span
- Encourage short, non-distracting breaks during work session

COMMUNICATE

- Teach your child how to **ask for help** and get clarification
- Practice skill of **collaborating** with peers on projects
- Encourage your child to establish **peer support networks** as they move into MS/HS

Accommodations for Challenges with Executive Function

- Second set of books at home
- Use of assistive technology to limit handwriting and facilitate homework transfer from home to school
- Show models of the finished product of the assignment
- Explicit beginning and end points of the assignment
- Assistance with note taking
- Reduce the need for multitasking



EMPHASIZE COMPLETION

- Homework must be turned in to be complete
- The intrinsic reward of completing the assignment is the most powerful

THANK YOU

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