Struggles

Keeping track of materials
- From school to home
- From home to school
- Class to class (different teachers, with different expectations and procedures)
- Knowing where assignments are and where to turn them in (different teachers, with different expectations and procedures) and
- Ability to locate what is needed, knowing what is needed (Smith-Myles, 2016)
- Inability to design an effective system independently

Maintaining order
- Thinking – sequencing ideas and thoughts when talking
- Space – Fitting everything into a set space (backpack, room, desk, locker, gym locker)
- Time – knowing how much need to be or can be completed in a given time frame (period, block, hour, day, evening)
- Inability to maintain a system independently once designed

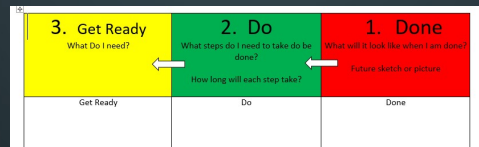## Lack of Role and Order with Working Memory

Begin with the end in mind!

This creates **Episodic Future Memory**: The ability to "see yourself" and what it looks like in the future! (360 Thinking Cognitive Connections, Sarah Ward)
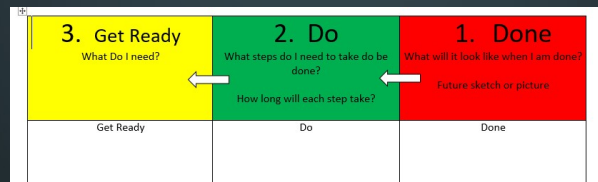
Effective Plans
- Effective planning should begin with an IMAGE (sketch) of what "Done or Finished" looks like
- Then . . .discuss the steps to complete the task
- Finally . . . Create a list of the items and materials needed to complete the task
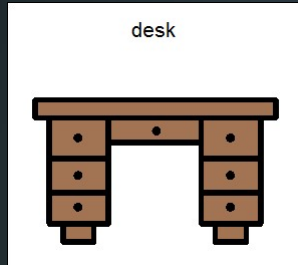 (360 Thinking Cognitive Connections, Sarah Ward)

3. Get Ready	2. Do	1. Done
What Do I need?	What steps do I need to take do be done? How long will each step take?	What will it look like when I am done? Future sketch or picture
Get Ready	Do	Done

Get Ready, Do, Done (Get Done)

Done: Start with done – use a picture or even a sketch of the expectation

3. Get Ready	2. Do	1. Done
What Do I need?	What steps do I need to take do be done? How long will each step take?	What will it look like when I am done? Future sketch or picture
Get Ready	Do	Done

Organize Your Desk

desk

Organize Your Desk

3. Get Ready	2. Do	1. Done
What Do I need?	What steps do I need to take do be done? How long will each step take?	What will it look like when I am done? Future sketch or picture
Get Ready	Do	Done
❑ Trash Can	❑ **Remove** everything from desk ❑ **Put** supplies in basket ❑ **Lay** white board and basket on the right ❑ **Store** notebooks, folders and all other books on the left ❑ **Give** extra papers go to Mrs. S ❑ **Throw** out trash	

Use ACTION words to describe the "do" for the student

Create a Visual to Support the Student

Organized Desk
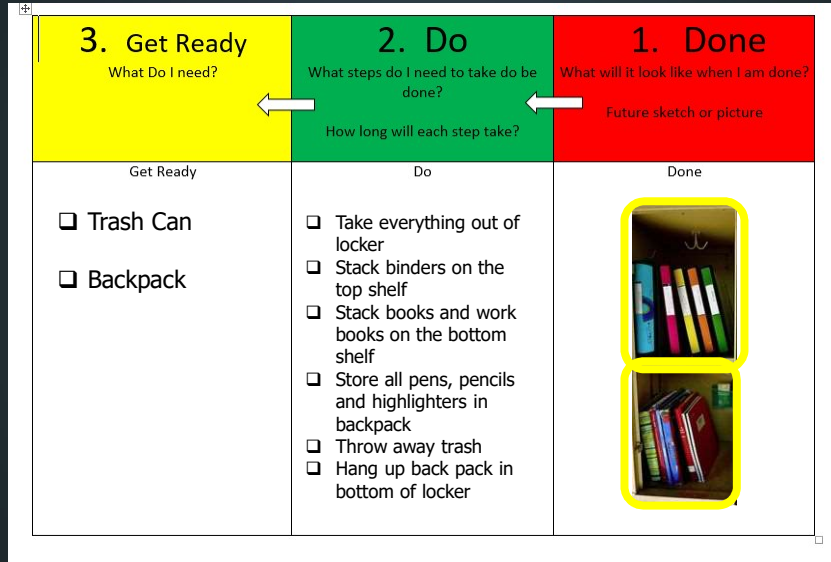
Books
Notebooks
Folders

Supplies
White Board
Eraser

Block and Box Method
Helps students transition from the whole to the parts
or the details.

(360 Thinking Cognitive Connections, Sarah Ward)

Planning with the future in mind- Block and Box Method

3. Get Ready	2. Do	1. Done
What Do I need?	What steps do I need to take do be done? How long will each step take?	What will it look like when I am done? Future sketch or picture
Get Ready	**Do**	**Done**
❑ Trash Can ❑ Backpack	❑ Take everything out of locker ❑ Stack binders on the top shelf ❑ Stack books and work books on the bottom shelf ❑ Store all pens, pencils and highlighters in backpack ❑ Throw away trash ❑ Hang up back pack in bottom of locker	

Prevocational Context
Organize and Stock the paint room
Before

Organize and Stock the Paint Room

3. Get Ready	2. Do	1. Done
What Do I need?	What steps do I need to take do be done?	What will it look like when I am done?
	How long will each step take?	Future sketch or picture
Get Ready	Do	Done

Get Ready for School

3. Get Ready	2. Do	1. Done
What Do I need?	What steps do I need to take do be done?	What will it look like when I am done?
	How long will each step take?	Future sketch or picture
Get Ready	Do	Done
❑ Underwear ❑ Shirt ❑ Shorts ❑ Socks ❑ Shoes ❑ Ice Pack & Lunch ❑ Backpack	❑ Make Bed ❑ Put on clothes ❑ Eat Breakfast ❑ Brush Teeth ❑ Put Lunch with ice pack in backpack ❑ Put on Back Pack	

(360 Thinking Cognitive Connections, Sarah Ward)

Clean the Bathroom

Intervention Options

- Assignment sheets and notebooks*: not just the school issued* – allow the student to view multiple options or create their own and choose what they prefer.

- Take a picture of the final product so the student knows what "organized" looks like. *MATCH* the picture!

- Get Ready, Do, Done system

- Block and Box method when planning an activity or system

- Work with the student to develop an organization system for materials, lockers, desk, backpack with visuals to support: (antecedent based intervention)
  - Color coded folders, bookcovers, and notebooks

- Have a backpack for each block of the day with the needed materials (Smith-Myles, 2016)
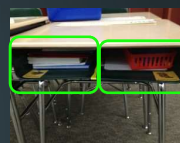
Intervention Options

- Have a stash of extra materials in each room with a designated location (simple paper, pencils, calculator, highlighter) work with the teacher and student to designate the location
- Visual checklists **with pictures** of final product for organization, help develop lists for home as well
- Encourage students to take notes in HOME and SCHOOL colors to assist with differentiation between teacher and personal notes, and to organize note when studying for quizzes or tests
- Develop a system for color coded (with highlighters or post its) for notetaking or organization within a planner (assign each class a color)
- Prime student for materials needed and have student develop the list (antecedent based intervention)
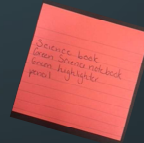
Intervention Options

- Have an *MODEL DESK* for all student to use as a reference – so when they are to have specific materials out on their desk, the teach has one sample desk at the front of the room with the needed materials.
- PAIR ORGANIZATION WITH REINFORCEMENT! Lack of organization can be tied to a lack of motivation.

Resources

- Assignment sheet with due date, turn in date, parent/teacher signature
- Free printable homework charts
- Secondary homework chart for individual class
- Secondary charts: assignments, quarter planners, semester, & weekly
- How to do post-it notes on your windows desktop for lists
- Google keep – create to do lists and posts its that link between your google account and device(iPhone, android tablet, iPad)
- PBIS World: Organization
- PBIS World – Data tracking resources
- Forced Choice Reinforcement Survey

There's and APP for That!

POW – makes visual to "match the picture"

Skitch - makes visual to "match the picture"

Istudiez - The weekly and monthly overviews on the interactive calendar can help keep track of due dates and group study sessions, and the app's Cloud Sync integration assures that all compatible devices can access the same scheduling information.

Ihomework ($1.99) - Assignments can have title, due date, reminder, a grade, notes, and you can even add a partner. Once entered, assignments can be viewed by day, week, or course.

iRewardChart Lite (iPad free) – this chart allows parents to choose the "other" category within the app to reward students for achieving set organizational goals

Complete Class Organizers ($4.99) – This apps allows students or organize classes but also allows students the ability to take notes, record lectures, and track grades.

My Video Schedule – Great app for video models that has administrator and student access

Other Suggestions for Organization

Useful Items for your Layout

INSERT YOUR
PHOTO