



ORGANIZATION SKILLS

A PLACE TO SEARCH FOR
MORE INFORMATION

WELCOME TO: TRACKSTAR

- <http://trackstar.4teachers.org/trackstar/index.jsp>
- This very helpful site can help you design almost any lesson on any topic or just find an idea for planning
- I found several references on the web using trackstar for lessons around the theme of organization skills
- The following slides will guide you through my “web quest” for organization skills and the content from one track will be highlighted

WELCOME TO: TRACKSTAR

- Using the keyword search: “organization skills”, there were 18,341 tracks-that’s a lot!!!!
- A track is a collection of websites
- The **second** track on the list looked applicable to my goal for info: ***A collection of sites relating to helping students organize. School occupational therapists, special education teachers, and classroom teachers may benefit***

WELCOME TO: TRACKSTAR

- The second track:
- 2. *Teaching Students Organization Skills*

Annotations by Allison Wilson Track
#243342

Format: Resource list

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Teaching Students Organization Skills

- Track Category, grade levels, and subject area information are provided
- You have a choice to view the track in Frames or Text, I chose Text

Teaching Students Organization Skills

- ***Track #243342: Teaching Students Organization Skills Annotated by: Allison Wilson***
- **1. Mini Lessons in Organization**
<http://www.organizedteens.com/lessons.htm>
Fourteen short lesson plans to teach middle and high school students how to organize their materials, space, and time. This is also a good site for your students to browse. It has tips on organizing bedrooms, personal planners, and social lives.

Teaching Students Organization Skills

- **2.Life Skills for Vocational Success**
<http://www.workshopsinc.com/manual/>
- Life Skills for Vocational Success - A curriculum aimed at increasing employability. This site is full of lessons for high school-aged teens or adults with disabilities. The lessons range from anger management to dressing appropriately.

Teaching Students Organization Skills

- **3. The Kid Tools Support System**

<http://kidtools.missouri.edu/>

- The KidTools program includes template tools to assist children in self-management, problem solving, and making plans and contracts. KidSkills includes organizational and planning tools and a variety of learning strategies. Software is presently available in CD format and in downloadable versions from this web site.

Teaching Students Organization Skills

- The mini lessons in organization contain excellent worksheets that can be printed for immediate use
- The process of the lessons supports the student in reflecting on their own priorities and discovering strengths and obstacles
- The last two slides highlight the content of the mini lessons and I highly recommend this as a unit of study

Mini Lessons in Organization

- **ORGANIZING BASICS**
- LESSON A: *Student self-assessment of organizing strengths and struggles.*
- LESSON B: *What are my organizing obstacles?*
- LESSON C: *Organizing is a learnable skill.*
- **ORGANIZING YOUR SPACE**
- LESSON A: *What is the kindergarten model of organization?*
- LESSON B: *S.P.A.C.E. -- the formula for organizing physical objects.*
- LESSON C: *Essential 7.*
- LESSON D: *Organizing your notebook.*

Mini Lessons in Organization

- **ORGANIZING YOUR TIME**
- LESSON A: *What gets done and what doesn't?*
- LESSON B: *Making time tangible.*
- LESSON C: *Analyzing where your time goes.*
- LESSON D: *Working with natural energy cycles.*
- LESSON E: *W.A.D.E. -- the formula for managing your to-dos.*
- LESSON F: *How long do things take?*
- LESSON G: *Choosing and Using a Planner.*