

Topic :Time management: Helping your child/learner get organised

A. Discussion Points:

Developing good organizational skills is an important ingredient for success in school and in life. Some people, however, are by nature more organized than others. This might be true but anyone can put routines and systems in place to help a child work effectively and efficiently.

❑ Why is it important for a child to be organized?

Getting organized is important because once your child knows the steps to getting organized and learns how to apply them, he/she can start tackling tasks more independently.

This means homework, chores and other tasks will get done with increasing consistency and efficiency.

Not only is it practical to teach these skills, but knowing how to get things done will help the child feel more capable and successful.

Children feel self-confident and proud when they're able to complete their household tasks, homework and responsibilities.

Organization is also important for children as once they are organized they will have some extra free time to do things that they enjoy doing.

Organization and time management are skills that lie at the heart of academic success for many learners.

These skills need to be learned, adjusted and practiced as they are the keys that enable learners to keep track of their belongings and assignments, both physically and mentally.

Organizational skills can be learned and parents/care givers and teacher have all the skills needed to teach them to your child.

One step at a time, you can help your child find his/her direction and with patience, commitment and an open mind a parent/care giver can provide a child with tools that will last a lifetime.

Encourage your child to get into the habit of keeping a "to-do" list. These can be used to note assignments and reminders about what materials to take to school.

Encourage your child to keep a small pad or notebook dedicated to his/her to do lists.

Teach your child to cross completed items off the list. This will give him/her a sense of achievement.

Designate a study space.

Your child should study in the same place every day. This doesn't have to be a bedroom, but it should be a quiet place with few distractions.

School supplies and materials should be readily available in this area. This practice will encourage good study habits.

Set a designated study time.

Your child should know that a certain time every day is reserved for studying.

Right after school is not the best time to do this as most children benefit from a bit of time to unwind first.

Make sure that your child sticks to his/her study time, even if he/she doesn't have work to study, the reserved time should be used to review work done at school, read for pleasure or work on an upcoming project or assignment.

Keep organized files.

Help your child keep track of papers by organizing them in a binder or file.

This will help him get what he/she needs for each subject to prepare for exams.

Use dividers to separate topics or new chapters.

Create a household schedule.

Try to begin and stick to a regular dinnertime and a regular bedtime. This will help your child fall into a pattern at home. Children who go to bed at a regular time every night go to school well-rested. It is also important to try and limit television-watching and computer playing to specific periods during the day.

Keep a large calendar for the household, listing the family's commitments, time tables for extracurricular activities, days off from school, and major events at home and at school. This calendar can also be used to note dates when your child has big exams or due dates for assignments. This will help family members keep track of each other's activities and avoid any conflicts. Besides a master calendar provide your child with a desk calendar that serves as an overview of important dates, activities, and events.

Prepare for the day ahead.

Before going to bed your child should pack schoolwork and books in a book bag for the next day. The child's school uniform should be laid out and any clothes needed for extracurricular activities should be packed and ready. This will cut down on morning confusion and allow your child to prepare quickly for the day ahead.

Provide and label supplies

It is important that you as a parent/care giver supply all the necessary materials your child will need for school and homework. Labeling your child's material and possessions with his/her name is a great idea.

Give a corkboard.

Provide your child with a corkboard and pins to hang up important papers and notices. Another similar way to do this is to hang dry erase boards and markers in the kitchen and your child's room for important notes and messages.

Show support to your child.

Help your child develop organizational skills by photocopying checklists and time tables and taping them to the refrigerator. Gently remind him/her about filling in calendar dates and keeping papers and materials organized. Most important, set a good example.

Tips for teachers on helping learners get organized.

Teachers should encourage the learners to write down their homework in their homework diaries.

By encouraging the learner to make a list of the things they would need at school the next day will help them become more organized.

In the classroom everything should have its designated place and learners should be encouraged to put things back in their correct place. This will also make sure that the classroom stays neat and tidy.

Teachers should remind learners that it is alright if you can not remember everything and that is why writing things done is of the utmost importance.

Teachers should set an example by being organized themselves. As we have said before children follow what you do not what you say.



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