

ORCHESTRATING AN ORGANIZATION

Objective

- Students will learn to establish a method for organizing their schoolwork and study area.
- Organization helps students effectively plan study time and do more work in less time. This strategy consists of several suggestions and activities to help students organize and plan efficiently.

1. Importance of Organization

- The following activities demonstrate the importance of organization.
- Ask students to list the states in the U.S. using the worksheet on page 214. Discuss the ways their minds organized the information.
- Cite examples of things that are time efficient because they are organized (phone book, dictionary, convention center, grocery store, etc.). If these things were not organized, how would that affect their use? Have students complete the activity on page 215.
- Give students a copy of the example calendars on pages 216 and 217.

2. Organizing Your Schoolwork

- These suggestions are designed to help students coordinate their school materials so they do not forget to take home assignments and all other necessary materials.
- Have students decide on a way to organize their schoolwork. Be sure they include the following:

- a section or folder for each class
 - a place for unfinished assignments
 - a place for finished assignments
 - a place to write down assignments
 - a planning calendar
- Have the students look at the list on page 218.

3. Getting Organized to Study

- This section will help students identify what their study habits are now and how they can improve these habits.
- Brainstorm ideas for an organized study area. Have students write down what they can do to improve the organization of their study area. Generate a discussion around the following questions:
 1. When do I learn best?
 2. How do I learn best? (alone, studying with someone, rewriting notes)
 3. Where is the best place for me to study? (room, den, study hall)
 4. What subjects are easiest and hardest?
 5. Why does it take longer to study one subject than another?
 6. Who can help me with my work?
- Have each student complete the getting organized worksheet on page 219.
- Have students complete the study time worksheet on page 220.
- Ask students to use a method of organization this week. Have them use the schedule found on page 221 to plan their week. Have the students bring the schedule to class.

Listing the States

List as many states in the U.S. as you can.

- | | | |
|-----------|-----------|-----------|
| 1. _____ | 18. _____ | 35. _____ |
| 2. _____ | 19. _____ | 36. _____ |
| 3. _____ | 20. _____ | 37. _____ |
| 4. _____ | 21. _____ | 38. _____ |
| 5. _____ | 22. _____ | 39. _____ |
| 6. _____ | 23. _____ | 40. _____ |
| 7. _____ | 24. _____ | 41. _____ |
| 8. _____ | 25. _____ | 42. _____ |
| 9. _____ | 26. _____ | 43. _____ |
| 10. _____ | 27. _____ | 44. _____ |
| 11. _____ | 28. _____ | 45. _____ |
| 12. _____ | 29. _____ | 46. _____ |
| 13. _____ | 30. _____ | 47. _____ |
| 14. _____ | 31. _____ | 48. _____ |
| 15. _____ | 32. _____ | 49. _____ |
| 16. _____ | 33. _____ | 50. _____ |
| 17. _____ | 34. _____ | |

Did you picture a map of the United States in your head?

Yes

No

Did you try to remember the states alphabetically?

Yes

No

Did you learn a song of the states?

Yes

No

If your mind used another method of organizing this information, explain what it was.

Ways Things Are Organized

Listed on the left are items that are organized in some way. On the right side is a list of ways things can be organized. Read the items on the left side and search the right side for the most appropriate way they are organized. Draw a line connecting the item on the left with the way it is organized on the right.

Things that are organized:

Ways things are organized:

Grocery Store

By the type of animal

Library

By the size

Dictionary

By months

Days in a month

By types of books

Clothing in a store

By the time things come and go

Zoo

By the type of food

Airport

By the alphabet

Calendar

By the numbers

Calendar

Your monthly calendar can be done several different ways. You may plan each week separately as shown below, or you may choose to work with the whole month at one time as you will see on the next page. In order to keep things as simple and easy to read as possible, you may need to develop a personalized coding system for your classes. Here are some suggestions:

* Use colored markers to distinguish between each class.
(For example: All math related items are written in purple, English is done in yellow, science is done in orange, etc.)

* Use colored markers or a coding system to highlight tests (yellow, T, ■), quizzes (pink, Q, ★), papers (blue, P, ✎), and assignments (green, A, ▲).

Example—Weekly Calendar

Month of: _____

Week: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	English paper due		Science quiz	Math assignment due	Math test	

REMEMBER! Use this calendar to help you plan your study time. Look ahead for upcoming tests, quizzes, papers and assignments and start preparing

Another Calendar

Example—Monthly Calendar

Month of: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	English paper due		Science quiz	Math assignment due	Math test	
			Science quiz			
	English paper due		Science quiz		Math test	
			Science quiz			
	English paper due					

Organizing Schoolwork

1. A section for each class that can be located quickly
2. A place and a system for unfinished homework assignments
3. A place and a system for completed homework assignments
4. A monthly calendar
5. Daily schedule of homework assignments to be completed
6. Class schedule
7. Extra paper

Getting Organized to Study

How well do you know yourself? Think about your study habits as you answer these questions.

1. When do I study now? _____
When would I study best? _____
Here's what I can change: _____

2. How do I study now? _____
How would I study best? _____
Here's what I can change: _____

3. Where do I study now? _____
Where would I study best? _____
Here's what I can change: _____

4. What subjects are easy for me? _____
What subjects are hardest? _____
Here's what I can do to make my hardest subject easier: _____

5. Who helps me study now? _____
Who would help me the most with my studying? _____
Here's what I can change: _____

6. How much time do I spend studying now? _____
How much study time would be best? _____
Here's what I can change: _____

7. Do I use a calendar to plan my study time? _____
Here's what I can change: _____

8. Do I ask for help when I need it? _____
Here's what I can change: _____

Planning My Study Time to Take a Test

Here's a study problem for you to solve. First, read the information. Second, plan your study time on the calendar. Third, list three things that would help you study better. Think about things to have handy while you study, such as materials, snacks, and other books.

A. Problem:

1. Today is Monday, April 2.
2. My English teacher says I will have a test on Friday, April 6.
3. The test will be on chapters 4 through 8 in the grammar book.
4. Chapters 4 through 8 are about nouns, verbs, adjectives, and adverbs.
5. I have trouble understanding the difference between adjectives and adverbs in chapter 5.
6. Fill in the study calendar below. Remember to include:
 - what to study each day
 - when to study each day
 - whom to study with

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6 2:00 grammar test

B. Things that will help me study better:

1. _____
2. _____
3. _____

Organizing My Week

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							