Managing The Madness

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Organization:
The act or process of organizing or of being organized.

To arrange or form into a coherent unity or functioning whole
Organization...

Is essential to live a healthier life in mind and body.

When you feel as though you are well organized, you also feel as though you have more control in your every day life.
Why Organize?

Simple – to retain your sanity, make you more efficient and to also give some sort of structure to your life and those around you.
Other benefits to being organized...

It’s therapeutic

It’s liberating

Saves time and money

Eliminates undue stress
Where to begin?

1 – Home

2 - Adults

3 - Children
Home...

“Yes I Can! Organize” by Rebecca Kohan

“The 3 Big Questions for a Frantic Family” by Patrick Lencioni

“Organization 101” by Rosita Kelly
Adults

- Prioritize work that has to be done first before other work can be done
- Map out the day so there is a goal set of what you plan to do for the day
- Have a list for what you plan to do each day and check off as you finish
Adults

- Be sure to take breaks and stop for lunch to be effective

- Be flexible enough to be able to deal with the unplanned situations that arise
Consider the Children...

Be a Model

Teach them to do tasks they can handle so they develop a sense of self esteem

Give them the proper tools they need for organization
Routines
-- Routines should be a tool you use to stay organized, not a prison that confines you to a rigid schedule

Responsibilities
-- Chores
-- Allowance
“Organizing is what you do before you do something, so that when you do it, it is not all mixed up”

A. A. Milne
Let’s talk School-related organization...

**Planner/Agendas are essential**

**Color-coded folders/notebooks**

**Clocks/Timers can be helpful**
Planner/Agenda....

Use to keep track of:

- Homework
- Assignment deadlines
- Class schedule
- Friend’s phone number
Homework and Studying...

Get organized—organize materials, books, and notebooks

Color-code—consider using a color-coding system to organize materials by subject

Be methodical—organize all notes, handouts, flashcards, outlines, etc. prior to studying for a test/quiz
Homework and studying...

Plan and budget time—make a plan that includes the amount of time needed for different subjects, break times, due dates, etc.

Think small—break-up long assignments into small, manageable, working chunks within the daily homework schedule.
Homework and studying...

Know the best time of day—choose to study during the time when most alert

Take breaks—include scheduled breaks during study time

Double-check work—check assignments for errors before putting it in the homework folder/handing in to teacher
Homework and studying...

Use step-by-step approaches—have children break down tasks into parts, write down the steps or stages, and compile steps of frequent tasks into a notebook for easy references.

Provide models of assignments and criteria for success—give a clear sense of how the final product might look by showing examples. Maybe the teacher can provide examples of work from previous years to illustrate specific qualities of work. Be sure not to compare siblings.
Other suggestions...

Conduct a weekly clean-up—Children should be encouraged to go through and sort out book bags and notebooks on a weekly basis. Organize old tests and papers in a separate file at home.

Create a household schedule—Try to establish and stick to a regular dinnertime and bedtime. Try to limit television watching and computer play to specific amounts of time during the day.
Other suggestions...

Keep a master calendar—Keep a large wall-sized calendar for the household that lists the family’s commitments, schedules for after-school activities, days off from school, and major events at home and at school. Include dates when children are having big exams or due dates for projects.

Prepare for the day ahead—Before bed children should pack schoolwork and books in book bag. Clothes and accessories should laid out to cut down on morning confusion.
Final Thoughts...

Return things to their “home” immediately after use

Teach each person to be responsible for his/her own area

Be Patient
Remember...

“Organization is something that is the opposite of people’s thoughts; it saves time and never wastes it”

--Paula Helle
The Magic of Organization
Questions? More Information?

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