

Information for students

Being organised

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Many students find it difficult to remember what to bring to class and what they have to do each day, either at school or at home. If you are one of these, you need some methods to help you remember to bring things to school and to take things home and to do things at the right time.

If you are more organised you will be able to do more things, you will keep people in your environment happy, especially your parents and your teachers, and you will be happier yourself because you are not losing or misplacing equipment, and you are handing your work in on time.

Organizing skills need to be learned. You will have to practice and teach yourself until they become a habit. You will then, but only then, do them without really thinking.

First of all you need to "Think SMART" and gradually build slowly on one success at a time. "Think SMART" is an acronym, that is a word or phrase made from the first letters of the words or phrases that you are trying to remember. Write this acronym on a small card and carry it with you. Look at it before you begin any activity and say to yourself,

"I can learn if I think SMART."

Smart students use learning strategies.

Materials are ready (books, paper, folders, pencils, rubber, ruler, sharpener, etc.).

Assignment or subject notebook or folder is available.

Remember to ask questions when you don't understand something.

Think positively (I can do it!).

You also need to create routines for everything you do. Make a checklist of the things you need to take to school each day. Each night go through this list and make sure everything on it for the next day is either in your bag or beside your bag if it is too big to fit inside. The only thing you should have to put in your bag in the morning will be your lunch and a drink.

At school, have a similar checklist that will help you remember what you have to take home each afternoon. Have a copy of this list in your diary, taped to your desk, or in your locker. If possible, attach a pencil or biro nearby so you can tick off the items as you put them in your bag.

When you come home you should straight away give your parents any letters from school, put your lunch box on the kitchen sink, dirty clothes in the laundry and your school bag where you will do your homework. Make sure you do all of this first before you have something to eat or drink and before you start any other activity.

See the attached sheet "Things to bring to school each day".

To help you remember to take the right books and equipment to particular lessons, colour code your books when you cover them at the beginning of the year. For example, all English books, including novels, and your dictionary would be covered in the same coloured or type of paper. Another way is to have a colour sticker on the spine of all your books. All maths books and your maths equipment would have an orange sticker, for example. You know that you need to take all books with an orange sticker to all maths lessons.

Ask your year or form teacher if you could have two sets of textbooks. One you can keep at home and one you can leave at school. This will save you having to carry heavy books back and forth, and will also mean you have the books where you want them. It means you cannot leave them on the bus when you get off.

Another good idea is to have a colour-coded folder for each subject. For example, orange would be maths. Always keep work you have finished in the left hand pocket that is marked "Completed work", and work you are still working on, or have to finish, in the right hand pocket. Mark this side "Work being done."

If you discover any other good ways to help you remember things or become better organised please email Dr Angela Wilson at: arwilson@mail.usyd.edu.au



Things to bring to school each day

Name:

Item	Monday	Tuesday	Wednesday	Thursday	Friday
Books					
Diary					
Pencil case, pens, ruler, maths instrument					
Homework					
Library bag/books					
Sports clothes and equipment					
Music instruments and music					
Letters, permission slips					
Toilet bag					
Lunch and drink					
Wet weather gear					
Other					

For more Information

If you require further information please contact:

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