

Getting and Staying Organized

This lesson is designed to introduce students to learning skills they will need in high school, beginning with the need to organize all their materials for different classes.

Essential Question

How can using effective strategies help me take charge of my learning, in class and out?

Guiding Question

What strategies can I use to keep my schoolwork and materials organized?

Objectives	 Students will be able to create an organization system for papers and notebooks. Students will declutter their binders and folders.
Advance preparation	 Prepare student handouts. Write "Challenge 1" through "Challenge 7" on board (spaced around the room), with chalk by each for students to use in intro activity. Have prize ready for group winning intro activity Prepare a blank chart on the whiteboard or smart board for the "What I Need" handout. Make sure you have enough wastebaskets and trash bags for discarded materials and papers.
Materials/Resources	• PowerPoint slideshow 3.1 (adapt as needed)
Student Materials	 Group scenarios for introductory game "What I need to bring with me daily" handout Half sheets of paper for exit ticket
Vocabulary	No new vocabulary today

Do Now is combined with Introduction for this lesson.

Instead of the typical DO NOW, the teacher should immediately send students to group stations for an introductory game to help them think about challenges they will face in high school and see the purpose of the strategies they will be learning in this unit.



Introduction (Framing/Overview)

5 min.

- When students enter the classroom, divide them into **seven** groups of about three or four students each, sending them to different spaces in the classroom. When all groups have at least three members, give each group a different challenge scenario (see student sheets and answer key at end of this lesson). Explain that this course prepares them for challenges in high school, and this lesson will focus on particular academic challenges they will face. Each team is to read its particular challenge together, figure out the skill or strategy needed to meet that challenge (from the list at the bottom of the sheet), and then write it on the board by their particular challenge number. The team that writes a correct answer on the board first will get a prize. [Note: the challenges correspond to the 8 lessons in the unit, except that the lessons on Learning How to Learn and Measuring My Learning have been combined into an overarching "Strategies for Remembering Information" that will be more meaningful to students at this stage.] Check to see that each group has written the best answer for their particular challenge, and encourage students to complete the sheet with the rest of the challenges on their own (and keep sheet for future reference). Award the prize to the group that answered correctly first.
- 2. Dedication Either teacher or a volunteer student will give the lesson dedication.
- 3. Briefly review with students the road map for this unit (slide 5), which is the set of skills the students themselves have identified in their teams.
- 4. Then, share with them the agenda for today (slide 6).

Activity 1: Partner Brainstorm + Share out

8 min.

5. Tell students that the focus of this lesson is to help them make sure they are prepared with everything they need for school and to complete homework each day. Ask students to turn to the *What I Need* chart and fill out each of the columns with a partner (slide 7). After students have worked with partners, lead the class to create a global list, filling out the blank chart you've prepared on the board or chart paper. Take students' suggestions, then add any other necessary items that students did not mention, for example, notebooks, loose leaf paper, pencils, pens, binders, textbooks, homework, worksheets, library books, agenda book, calculator, etc. Be sure to include items of specific importance to your school or grade level.

Think - Pair - Share

Whole Class Discussion



Activity 2: Organizational Strategies

9 min.

6. Tell students that because there are so many materials, it's important to create a strong organization system of binders and folders to make sure they can access what they need when they need it. Point out that some students may already be doing this well and just need to clean things out, while others may need a full organizational overhaul. Both stages are okay and will be well served by today's lesson.

Direct Instruction

- 7. Share with students the following organizational options (slides 8 and 9). Point out that students do not need to use ALL these organizational methods but should choose what works best for them given their available materials and preferences.
 - Binders (slide 8)
 - o One big binder for all classes organized with dividers
 - Dividers for each class/activity
 - Blank notebook paper
 - A place to store hole-punched worksheets or homework
 - Multiple binders
 - One for each class
 - Blank notebook paper
 - A place to store hole-punched worksheets or homework
 - Folders (slide 9)
 - o One for each class AND
 - One dedicated to homework
 - Notebooks
 - o One multi-subject notebook for multiple classes OR
 - o One dedicated notebook for each class
 - Labels
 - o All items should be labeled so that if students leave them somewhere, they are more likely to get them back.

Give students time to ask questions or offer suggestions.

Activity 3: Practice Time

15 min.

8. Give students 3 minutes to evaluate their own organization systems (slide 10). Have them write down at the bottom of the handout what their current system looks like, what they intend to keep the same, and what they would like to change. Then give students 1 minute to share with their partner.

Individual Reflection

Pair and Share



9. Tell students that, having identified what they need to do, they will now have time to do it (slide 11). One key part of organizing your space is getting rid of things you don't need. Give students time and space to work on the following tasks:

Guided Hands-on Practice

- Throwing away old papers (where possible, check in with other teachers first to understand what units are no longer relevant for students)
- Sorting remaining items
- Labeling items

Circulate through the room to provide suggestions, tips, and support to students who need it. If possible, provide students with needed organizational materials (dividers, notebooks, paper, etc.) they may lack. If this is not possible, discuss with students their plans to get materials they need. Suggest low-cost local stores that offer appropriate materials. Help students plan how and when they can get the supplies they need. Consider helping students rework their plan if necessary.

Closure 3 min.

For today's exit ticket have students complete the following two sentences:

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2. In order to continue improving my organizational skills, I still	need to
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Extensions

Students should complete their organizational goal as soon as possible. Follow up in future lessons. In future lessons, consider conducting binder checks to help students to review their organization and make any necessary adjustments.

Optional extension: If students are participating in remote instruction or regularly accessing digital storage spaces, have students look at their current cloud-based storage system. Ask students to check and make sure that:

- They have an appropriate folder for each class
- Classes have sub-folders as necessary (assignments, homework, readings)
- All assignments are sorted in folders



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STRATEGY LIST	

Setting Goals

Attentive Reading

Taking Useful Notes



Managing Time and Setting Priorities

Finding Space for Effective Studying

Getting and Staving Organized

Strategies for Remembering Information

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Managing Time and Setting Priorities Strategies for Remembering Information Finding Space for Effective Studying Getting and Staying Organized



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High School Challenge Game - Answer Key

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What I need to bring with me daily:

In class I need	I need to bring home

My personal organization system looks like this...

This is what I like about it...

This is what I want to change...

