



## Organisation

The students are half way through their first main Program Achieve topic (foundation) for this term – *Organisation*.

In the last newsletter we talked about some general elements that underpin good organisation. A fundamental *Positive Habit of the Mind* that helps build good organisation is that of goal setting.

This week we will look at another *Positive Habit of the Mind* that also helps us become a more organised person – **Planning my Time**.

Students who underachieve typically do not appreciate the use of time for learning. Program Achieve believes that all students from an early age be taught the basics of time, be inculcated with a sense of its importance and be made aware of the ‘self-defeating aspects’ of wasting too much time.



Some Strategies for helping students better plan their time:

- ✓ Discuss with them what it means to be a good ‘time manager’ and how being good at managing time helps them be an ‘achieving student.’
- ✓ Help students establish a set time each night when they will start their homework
- ✓ Help student think about the various steps that might be involved in completing a set task or assignment (e.g. making sure that they understand the instructions, what

information needs to be gathered, rough drafts, final drafts etc.)

- ✓ Stress the importance of getting into the practice of filling in homework or tasks that need to be completed in their diaries, planners etc.
- ✓ Discuss the meaning of the word ‘priority’ and give students practice in deciding on the priority of various schoolwork, family and fun activities. Point out that schoolwork is a high priority for them and sometimes needs to be done before other activities are done
- ✓ Provide specific feedback when they are following good time management practices

As with many things in life, there is no ‘Magic Wand’ when it comes to developing good time management skills. It is however important to explicitly point out to students that there are negative consequences for being disorganised. Don’t for example be too quick to ‘rescue them’ by requesting extensions or excusing poor time management. Instead, try to hold them responsible for meeting the standard of ‘being organised.’

***I make sure I have enough time to get things done and I don’t waste my time***



