



NEWSLETTER

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ORGANIZATION AND GOAL SETTING

WHY OUR KIDS NEED IT AND HOW TO INCORPORATE IT IN THEIR DAILY LIVES

It's 8:00 p.m. Wednesday evening and your student has just remembered that they have a huge project on the solar-system due in the morning. You a) race to the local craft store and buy every size Styrofoam ball you can find, b) wait for the sofa to swallow you whole, or c) stay calm and teach organization and goal setting.

Organization and goal setting are executive function skills that students can learn through guidance, practice, and routine.

During remote learning, it is more important than ever to help your child establish a workable routine. Encourage students to go to bed and wake up at the same time they would if they were going to school in person.

Establish a school work zone in your house where your child participates in school everyday. Help your child use systems and tools to keep their workspace organized.

Parent Advocate, Amanda Marin at Understood.org suggests the following tips to help your child get organized:

1. **Help** your child differentiate between want and need. They may want to play video games, but they need to do homework.
2. **Teach** your child to categorize, label, and sort. Ask your student to decide on a color coding system for different subjects; a red folder for science, a blue one for English, and

so on. Use the same color for sticky notes and flags to make finding subject information quick and easy.

3. **Show** your student how to make a daily to-do list before beginning their homework or enrichment activities. Ask them to cross out the completed tasks. An Eisenhower Matrix is helpful for learning how to prioritize time.
4. **Model** organizational skills by keeping a family calendar on which each family member's tasks has an assigned color. Ask your student to keep their own calendar for school or use their planner. Continue to use the same color coding as the subject folders!
5. **Work** with your child to break big projects into smaller steps—then help them to prioritize and calendar the steps.

Book Recommendation



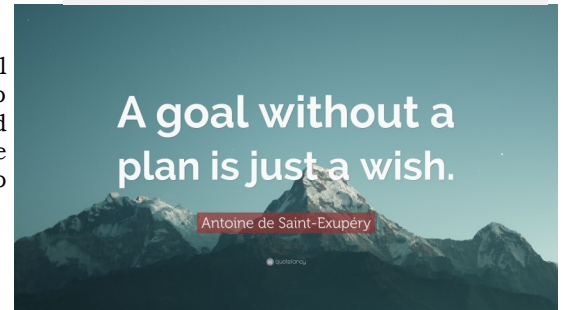
THE EISENHOWER MATRIX

	URGENT	NOT URGENT
IMPORTANT	DO IT FIRST	SCHEDULE IT
NOT IMPORTANT	DELEGATE IT	DELETE IT

GOAL SETTING IS AN ART

We are 41% more likely to achieve a goal that we write down. It is helpful to think about goals as **long-term** and **short-term**. Short-term goals are the steps that need to be taken every day to achieve the long-term goal.

When setting goals, think **SMART!**



SMART

Make your SMART goals:

SPECIFIC	MEASURABLE	ACHIEVABLE	REALISTIC	TIME-BOUND

