

## *Organizational Supports*

### SCHOOL SUPPLIES

1. Consider color-coded folders. A colored dot can be placed on the spine of textbooks that match the corresponding folder.
2. Consider a trapper keeper that contains all folders.
3. Have a section in the folder for papers going home and papers that need to return to school.
4. Keep pens and pencils in each folder.
5. If block scheduling is used, prepare a different set of organizational tools for each block. For example, on A day have an A backpack and an A day planner. On B day have a B backpack and a B planner.
6. Have a system in place to identify papers that can be discarded and/or taken home. Take these papers home daily.

### BACKPACK

1. Use a multi-compartment backpack. Have a section for school supplies, lunch money, folders, etc.
2. In addition to having pens and pencils with each folder, carry extras in the backpack.
3. Clean out backpack each evening.
4. Reload and organize backpack as soon as homework is completed.
5. Designate a place at home designated for the backpack.

### LOCKER

1. Consider a backpack on wheels and eliminate the use of the locker.
2. Place materials in the locker in the order in which they will be needed. If the student takes books for two classes at once, encourage her to place them together in the locker. Consider

placing a large rubber band around the two books. (Note: Carry extra rubber bands in the backpack).

#### TO-DO LIST AND TIMELINE

1. Use a to-do list. Instructions include (a) crossing off completed items, (b) transferring items not yet completed to the next page, (c) making a list of reminders (i.e., what special materials to bring to class; what books are needed from the library). The to-do list can be organized by subject.
2. For long-term projects, the to-do list can be a combination task analysis and timeline. Teach the student that each task in the project is written down along with its due date. As each step is completed, the student crosses it off.