



Organizational Skills

Materials:

- Worksheet (2 pages)

Brainstorm

In the previous lesson, we talked about some of the skills employers identified as being important in the workplace. Which one of those skills (communication, creativity and innovation, executive functioning, teamwork and collaboration, and adaptive thinking) do you think are most important and why?

Discuss

As student volunteers share their responses, ask clarifying questions to help narrow down why students might think one skill is more important than another. Continue to facilitate the class discussion as long as it remains productive.

Dive in!

All of these skills are important. But today we are going to focus on organizational skills. These are part of the executive functioning skills that help you plan, manage your time, identify areas where you need help, prioritize, and stay motivated. You use organizational skills every day and as high school students, there's an expectation that you already have many of these skills. Mastering these skills takes practice, and today we are going to take a look at some of the components of organizational skills and see if they are strengths or areas for improvement and then develop a strategy to improve those skills. Let's jump in!

Activity

Distribute the Worksheet to students. Have them answer the 6 question quiz independently first. Then, review each component of organizational skills with students. Suggestions are provided below. Note: Their chart is blank, so they can start building their organizational skills by note-taking.



High School

Skill	Example	When to Use it
Planning	Set short deadlines and goals for big projects. Break projects into smaller parts.	Long term projects or for someone that benefits from frequent reminders.
Time Management	Set time limits. Balance free time with time on task.	When you have deadlines but also need time for self-care.
Prioritizing	Decide what's important and do the most important thing first.	When you have multiple deadlines or too many things going on at one time.
Identifying Resources	Using a calendar or app to stay on top of deadlines. Using a tutor or other assistance at school for subjects you need help with.	Use a calendar or app daily if you have a hard time remembering things. Use additional help as needed.
Motivation	Use positive self-talk to help stay focused, reward yourself when you reach a goal.	Anytime a task seems overwhelming or when you have to do something that you don't want to do.
Create a Space	A quiet space (library, desk in your room, etc.) where you can concentrate on what you need to do.	When you have something you need to do and might get easily distracted.

Encourage students to add their own ideas in the third column. For each category, identify easy ways students can work on those organizational skills. For example, using a planner or the calendar feature on their phone to keep track of assignments, clearing off a corner in their bedroom to study.

Reflect

Have students respond to the prompts at the bottom of the worksheet: Which of the organizational skills areas would you most like to improve? How will you do so?



High School

For Further Study

- ADDitude: *Secrets of the Organized Student:*
www.additudemag.com/getting-and-staying-organized-neat-tricks/
- ASCD: *Essential Skills for New Teachers:*
www.ascd.org/el/articles/essential-skills-for-new-teachers
- Understood: *How to Teach Your High-Schooler Organizational Skills:*
www.understood.org/articles/en/at-a-glance-7-ways-to-teach-your-high-schooler-organization-skills

Professional Development

How are your organizational skills? In which areas do you need to improve? How?