

## Hocus Pocus Focus: ORGANIZATION

Breaks	15 minutes per work session, 3-5 minute break For those with attention/learning concerns, reduce to 10 minutes per work session
Timers	Use a visual timer instead of digital- it helps show them time
Materials	Use boxes that can be transported as needed, containing all materials necessary Use a pencil case to be stored in the front of the binder
Plans	Create schedules whenever possible. Do it the day before and include all activities, dinner, bath, etc. and then time for homework and play. When students come home allow them to fill in with the actual homework assigned.
Desks	Post a picture of an organized desk Include regular desk clean-out time Use a “desk angel” or some other mystery motivator that visits your class randomly and rewards those with organized desks
Homework	Have homework posted regularly If no homework in a subject, write “no homework” Have bag checkers or peer helpers check that all needed materials are packed up Create a life-line list that has the teacher website/blog and name of a friend to call if there are questions about homework
Classwork	Use routines Introduce one activity at a time Place materials in a place easily accessible to be retrieved when needed Have consistent places for work to be turned in and consistent times for work collection
Long Assignments/Projects	Utilize a long-term assignment planner Chunk assignment with students with specific activities and dates to be completed Check to see that steps are done at assigned dates
Note-Taking	Provide graphic organizers, graph paper, or boxed paper Scaffold note-taking skills by starting with fill in the blanks, then headers, etc. Teacher and introduce Cornell Note Taking System
Studying	Create a study schedule Chunk material Teach the Skim (look over chapters/headings etc.), RAP (Read all parts, Ask Questions, Paraphrase), MAP (set up 2-column notes, write RAP questions on the left and answers on the right) Create notecards with questions or main ideas (1 thought per note card)

