

7 Ways to Teach Your High-Schooler Organization Skills

It's important that teens understand how to organize and prioritize responsibilities. Here are ways you can help him improve these skills at home.

Lesson

1

Teach multiple ways to prioritize

Goals: Find organizational tools that fit your teen's needs and skills.

Example: Projects can be organized by due date- or by time needed or how hard (or easy) they are.

Lesson

2

Teach how to divide and conquer

Goals: Keep deadlines for long-term projects from creeping up.

Example: Show your teen how to break projects into smaller, more manageable pieces. Use cue words like "first," "next" and "last" to categorize tasks.

Lesson

3

Designate a place for student materials.

Goals: Teach your child to keep the tools he needs in one place.

Example: Encourage your teen to keep pens, paper, computer, calculators, dictionaries and other supplies together. No more hunting for an eraser!.

Lesson

4

Model organization skills.

Goals: Learn how to be organized by seeing the skills in action.

Example: Keep a family calendar and a to-do list to model planning ahead and making lists.

Lesson

5

Use a whiteboard.

Goals: Make things easier to visualize

Example: Your child can use it to make daily to-do lists, map out an assignment or just write down things to remember.

Lesson

6

Give your teen a planner.

Goals: Encourage your child to manage his own schedule.

Example: With a digital or paper planner, he can keep track of where he needs to be and when. He can practice arranging and rearranging his time.

Lesson

7

Ask about a plan of attack.

Goals: Make sure your teen knows how to prioritize the steps for getting an assignment done.

Example: Don't assume your teen knows how to get an assignment done. Ask him to explain his plan. You can help him refine it, as needed.