

At a Glance:

7 Ways to Teach Your Middle-Schooler Organization Skills

From planning for deadlines to keeping school materials in order, organizational skills are important in middle school. Here are ways you can help your child improve these skills at home.

Lesson

1

Teach multiple ways to prioritize

Goals: Take some of the chaos out of chores

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: Using a calendar, show your child how doing a little work each day can help prioritize and organize tasks.

Lesson

3

Designate a place for student materials.

Goals: Have everything your child needs for school at the door.

Example: Designate a place for items your child needs to remember for school: backpacks, projects, gym clothes, clarinet...or an eraser!

Lesson

4

Model organization skills.

Goals: Prioritize chores and messages by color.

Example: You might use red sticky notes for important jobs and green ones for things that have to be done by the end of the week.

Lesson

5

Use a whiteboard.

Goals: Make things easier to visualize

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

Lesson

6

Give your teen a planner.

Goals: Get rid of clutter and find important things.

Example: Clearing out old papers, leftover snacks and pencil stubs once a week can make it easier for your child to find things.

Lesson

7

Ask about a plan of attack.

Goals: Improve planning skills

Example: Writing down start and end times for chores or assignments for a couple weeks can help your child figure out how to budget time in the future.