



Tips for Supporting Organizational Skills

Use Assignment Tracking



Have a system to show how the student will keep track of assignments and due dates. Check system daily to show what needs to be completed or turned in. Break large assignments into smaller pieces.

Build Routines With a Schedule



Create a structure and consistent routine over several weeks or a month. For example, identify time allotted for all activities that need to be completed. Use a calendar to show school events and after-school activities that must be scheduled.

Prepare Materials



Identify what materials need to be taken to school the day or evening before. Keep essential materials such as paper, notebooks, pencils, pens, highlighters, calculators, and homework in a designated location.

Designate Study and Play Areas



Have specific areas in or around the home that are clearly defined for playing, studying, sleeping, eating or other activities of daily living. Try to keep these areas consistent in their purpose.

Use Visual Reminders



Use of visual cues such as timers, calendars, to be completed list among others

Label Items



Ensure binders are clearly identified by class. Have sections within each binder. For example: classwork, homework, to be turned in. Ensure to have blank paper for daily use. Use a folder showing on one side to be completed and other side to turn in.

Color-Code Materials



Color code notebooks and folders based on the class.

Use Calendars



Maintain a family calendar that includes family activities, school activities, afterschool activities, and special events for all members to be reviewed periodically.



Scan the QR code to see FIN's other family resources about the best practices for including students with disabilities in the least restrictive environment.

To find out how to contact your FIN Facilitator call 1-888-232-0421 or visit the FIN website at www.fin-newtork.org.