

# ADVICE FOR ORGANISATIONAL SKILLS FOR TEENAGERS

## **GENERAL RULES**

- *You are responsible for being organised!*
- After you have finished with something PUT IT AWAY, STRAIGHT AWAY – being tidy helps you being organised!
- General motto “be prepared at all times” – so write job lists whenever you need to
- Make time every day to check your job lists

## ***In your bedroom:***

### *Clothes:*

- Keep all the same kind of clothes together e.g. all underwear in one drawer, T-shirts in another, jumpers in another. Label the outside of these drawers so you know what is inside
- Keep shoes together and put them away – in your wardrobe or in a box
- Have a dirty bin to place all your dirty clothes – make sure you empty it every other day

### *Stationery*

- Have drawers or boxes with specific objects in it.
- Keep similar things together e.g. pencils and pens, paper
- Label the outside of the drawer or box
- Have a box for magazines where all magazines can be kept
- Keep loose pieces of paper together
- Have a file for paper or a stack of trays to keep them in
- Label the trays or files

### *Personal things*

- Keep all CD's etc together – have a cabinet or box where they can all be kept
- Keep books on a bookshelf and categorise them
- Make up/cosmetics/toiletries – if in your room keep them in one place

### *In the bathroom*

- Keep all toiletries together and where you can easily get to them
- Keep relevant things together e.g. talc and deodorant, toothbrush and toothpaste
- Tidy up afterwards – put towel away, pick up clothes, put toiletries away
- Write down a list if you cannot remember and put it on the inside of the door
- Make sure you have enough of all items you need – put on your shopping list items which are running low

## ***General items***

- Keep post-its or a pad of paper in your room where you can write down jobs
- When you need things replaced or you need to buy things write a note as you remember it ready for when you go shopping
- Keep a job list for regular daily jobs in your room which is laminated – just to remind you – this may include cleaning face, brushing teeth, tidying room etc.
- Keep a timetable of homework in your room so you can check it
- Keep a school timetable in your room
- Always make a to do list every week – this could have deadlines for assignments, jobs you have to remember to do, things to get ready for a special event during the week
- Keep a diary or calendar – the best kind are ones that have a week on one page, write down deadlines, birthdays and anything important you have to remember in it. Get used to writing in it and check this every week
- Have a pad of paper close to hand at all times for when you need to write yourself notes. Alternatively, you could have a play back recorder – small ones are on key rings – you could record yourself a message to remind yourself about a task.
- Get things ready for the next day the night before.

## ***For school***

- Get things ready for school the night before – pack your bag, get clothes out, get any other special things out such as music items, games kit etc.
- Keep a timetable on you at all times – refer to it at the beginning of the day
- Make sure at the beginning of the day you have pens (that work), pencils etc. ready
- Get to school early and get books etc. ready for the whole morning. Make sure you do the same at lunchtime for the afternoon lessons.
- Keep all one subject together – have box files for each subject – label or colour code them
- Make sure you write down assignments and when they need to be handed in – if not sure, ask a friend
- Have a list of jobs in your locker – have I got my homework? What do I need to take home tonight?

## ***For outside activities / going out etc***

- Plan what you need to wear – write a list if necessary
- Get it ready beforehand – check it – it may need washing or ironing
- Make sure you know what you have to take with you
- Make sure you allow plenty of time to get to the place
- Plan how you are going to get there and how to get back
- If you are going to a sports activity – do you need money for the locker? Have you got the correct sportswear and equipment?
- If you are going out for the evening, do you need money? Where are you meeting your friends? What time do you need to come home by?