

# Organization and Homework Tips

PTO Meeting

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# General Organization Principles

1. Eliminate thinking as much as possible
2. Make organization automatic
3. Use planners or assignment books effectively – don't count on memory
4. Make sure all materials are home when they're needed
5. Make sure completed assignments can be found and **TURNED IN**
  1. Flagging assignments
  2. Homework folder

# Organized Backpack



- Schedule weekly backpack “purge”
  - Throw away all of those candy wrappers and random pieces of paper.
  - Keep one area or pocket filled with a few items (pencils, a sharpener, maybe a calculator) so that homework can be done anywhere
- Remove any graded tests/projects/reports/papers and put in separate folder
- Most of our teachers have binder/folder requirements – ask them about it!
- Remember, homework folders are ONLY for completed homework that is ready to be turned in!
- Have backpack packed the night before

# Homework Guidelines

- Homework time guide: ~10 minutes per grade in elementary; 30 minutes per subject
- Set aside at least one hour each night for studying.
- Be aware of any large projects that have been assigned.

# Homework: Timed Breaks

- Set timer/app for 10 minutes
  - No complaining
  - Staying in seat
  - Only discussing current assignment (no side discussions)
  - May involve setting a goal for number of completed problems
- When the timer goes off, if the student was on-task for the whole 10 minutes, he/she may have a 5 minute break. Set timer for 5 minutes.
- When break time 5 minutes is over, student should sit back down and set timer for 10 more minutes to complete next part of assignment<sup>†</sup>
- Continue this process until all homework assignments are completed for the night.



# Homework: Sample Chart

Date	Do I know all of my homework assignments?	Do I have everything I need? (write in missing materials)		Did I follow my timed break plan?		Total points (1 point if homework is written down somewhere and 1 point for each 'yes')
M	Forgot planner	Yes	No	Yes	No	1 point
T		Yes	No	Yes	No	
W		Yes	No	Yes	No	
Th		Yes	No	Yes	No	
F	Religion Angels WS Vocab test tomorrow Math p. 102 #3-17	Yes	No	Yes	No	3 points

# Homework: Incentive Plan

- Work with the student to identify incentives to 'cash-in' points for.
- Create a 'menu' of reinforcers for student to work towards.
- Set up how to earn selected reinforcers.
  - Example:
    - 3 points/night = extra desert
    - 10 points/week = \$2 towards ipod fund
    - 2 weeks of at least 10 points/week = lunch with a friend and Ms. DeGreg at school

Sample Menu of Reinforcers	
Allow your child to have a few friends over after school to play sports or watch a video.	Set up a system so that the child can earn movie tickets, coupons, gift certificates or discounts to skating rinks, bowling alleys, and other entertainment outlets.
Invite a few of their friends to a sleepover.	Receive art supplies, coloring books, glitter, bookmarks, rulers, stencils, stamps, pens, pencils, erasers and other school supplies
Let the child help plan a special outing.	Earn a trophy, plaque, ribbon or certificate
Read a bedtime story of your child's choice.	Get a video store or movie theatre coupon
Have a family game night, and let the child choose the game(s).	Earn a pass to the zoo, aquarium, or museum
Allow the child to pick a movie that the family will watch together or an outdoor sport that the family will play together.	Receive a "mystery pack" (gift-wrapped items such as a notepad, folder, puzzle, sports cards, etc.)
Keep a box of special toys or art supplies that can only be used on special occasions.	Get a flash cards set printed from a computer

# Weekly Planner

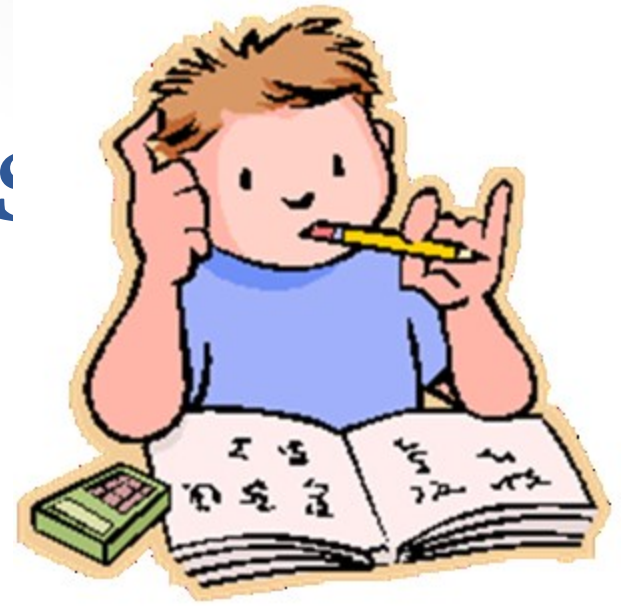
- Make a daily schedule.
- Determine when you are in class, practice, babysitting, or doing chores.
- Plan the best time each day for homework and write it on the planner!
- Allow at least 1½ to 2 hours per day for homework.
- Look at all the free time you still have.

	Monday	Tuesday	Wednesday	Thursday	Friday
5:00 a.m.					
6:00 a.m.	Wake up	Wake up	Wake up	Wake up	Wake up
7:00 a.m.	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:00 a.m.	School	School	School	School	School
9:00 a.m.	↓	↓	↓	↓	↓
10:00 a.m.					
11:00 a.m.					
12:00 p.m.					
1:00 p.m.					
2:00 p.m.	Go home	School Club	Go home	Go home	Go home
3:00 p.m.	Practice	Study	Practice	Study	Study
4:00 p.m.	Sports/Music	Study	Practice	Study	Study
	Practice	Study	Practice	Study	Study
5:00 p.m.	Study	Chores	Study	Chores	Study
	Study	Chores	Study	Chores	Study *
6:00 p.m.	Dinner	Dinner	Dinner	Dinner	Dinner
	Study	Free time	Study	Study	Free time
7:00 p.m.	Study	Free time	Study	Study	Free time
	Free time	Free time	Free time	Free time	Free time
8:00 p.m.	Free time	Free time	Free time	Free time	Free time
	Free time	Free time	Free time	Free time	Free time
9:00 p.m.	Free time	Free time	Free time	Free time	Free time
	Go to bed	Go to bed	Go to bed	Go to bed	Free time
10:00 p.m.					Go to bed



# Study Tips

- Be aware of “study obstacles”
- Actively review material!
  - Summarize main ideas
  - Make possible test questions
  - Recite info out loud
- Flashcards ([www.quizlet.com](http://www.quizlet.com))
- Acronyms/Mnemonic devices
- Do NOT cram



# Questions?

After you've talked to your child's teacher, feel free to contact me as a resource!

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