

Worksheet for Life Lesson 11: Organization Is Not a Four-Letter Word

For a lot of kids, getting organized doesn't sound like much fun. How about you? When people say to you, "You need to get organized!" what do you think they mean? Let's start with that. Take a few minutes to jot down the first five things that come to your mind when someone says, "You need to get organized."

"Get organized" means:

Did you write down putting away things like toys, clothes, paper, and books? That's pretty typical.

How about taking care of responsibilities, such as homework, practice times for sports, and other activities? Most kids think of that kind of stuff too.

How about your dreams or hopes or plans for things that you'd like to do that would be really fun, like going to a pro football game or an amusement park? Did you write down any of those kinds of things?

Part 1. Organizing My Stuff

Everything in your room needs to have a "home." That way you can find things when you need them. Talk with your parents or grandparents about where your books, clothes, toys, and food are supposed to go. What did you decide?

In my house, books go:

Clothes go:

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Toys go:

Food/dishes go:

OK, now that you have an idea of where everything needs to go, you'll need to decide when you're going to get things put away. You and your parents or grandparents will need to pick a day when you have the time to put your books, clothes, toys, and food stuff away. Once you have the room picked up for the first time, then you'll need to figure out the time each day when you need to move things back to their homes.

My family and I decided that we're going to pick up the place on _____ (date) at _____ (time). Once my room is picked up, then I've got to have everything where it's supposed to go by _____ (time) every day.

Part 2. Keeping My Schedule

Right now, who keeps you on schedule? Do you wake up in the morning by yourself, or do your parents or grandparents do this for you? Do you keep track of your morning routine so that you make the bus, or does someone else? Do you schedule your homework time, organize your bags for your sports or recreational activities, and arrange for a ride, or does someone else? The sooner you start doing this, the better.

So let's start now. If you're going to take over this schedule-keeping job, you're going to need a way to keep track of your activities and some kind of reminder other than Mom or Dad nagging at you. You can use a dry marker board or calendar on the wall or a planner calendar that sits on your desk. You can use an assignment sheet to jot down work and

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other responsibilities. Or you can use the opportunity to “take over this job” as a way to finally get that tablet or smartphone you’ve been hoping for. Those kinds of devices will not only help you to keep track of your schedule but you can also use them to set an alarm and let you know that it’s time to do something on your schedule. Talk with your parents or grandparents and decide what you’ll use this week. Read this next sentence, decide how you’re going to do it, and write it down.

I’m going to take over waking up, eating the right stuff, getting to school, recording my assignments, completing my homework, keeping track of my appointments and practice/game schedule, and getting to bed so I get a decent night’s sleep. This week I’m going to use _____

_____ to make it happen.

Most people find that it takes some time and practice to change an old habit. Don’t be surprised if you mess up from time to time. Just remember, the goal is for you to be in control of your stuff and your time, otherwise you’ll just go back to letting your parents be your brain, reminding you of everything you need to do.

Part 3. Making Dreams Happen

Organization is more than putting your stuff away and making sure you take care of your responsibilities. Organization is how we make our dreams come true.

So what’s your dream? What would you like to make happen? Take your time and pick out something that you’d really like to make happen.

My dream is to _____.

Sit with your parents and get that organizing, planning part of your brain working (in case you were curious, the frontal lobes and the cerebellum are in charge of these jobs). Break down reaching your dream into little steps and then get started. You might be able to work on it a bit tonight. Chances are, you’ll need more time at home with your parents to work out the details. Use this form to write down your plan.

Here’s what I’m going to make happen: _____

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Here's what I'm going to do to make it happen:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

After you've got the steps down, begin to use your calendar, smart-phone, tablet, or whatever you're using to keep track of your time to set prompts to help you get started. It's really important for you (and that amazing brain of yours) to start to realize that you can make dreams come true! Once you've got that idea going, there's no telling what you can make happen!