

Organize

Teacher Notes

Six Short Video Clips to help students get organized and manage their time.

Series 1 vs 010313



These teacher's notes are designed to assist staff use the "Organize" video clip series to help students improve their organization and time management skills

Introduction

These video clips have been designed to assist young people develop organization skills.

They are intentionally kept brief - this allows staff to use them quickly and to focus student attention easily and present students with only a few concepts to remember. They are useful for all students within the middle years (5-8), they are particularly useful for students that have difficulty organizing themselves.

Copy right information

Schools buy the license to run this digital video software on the school intranet or on staff laptop, tablets or desk top machines.

The videos cannot be published to the internet.

They are intended for the exclusive use of the school students and staff who have purchased them.

They are intended for students in the middle school from grade 5 (primary) to year 8 (secondary). They may be particularly useful for student welfare, integration, or pastoral care programs.

The videos on the CD are in two formats (.mov) for Apple Computers and AVI (.avi) for PC Computers. The .mov format will also work with QuickTime which can be downloaded for PC Computers as well. (www.apple.com/au/quicktime/download/)

How these video clips can be used

The video clips are 3-4 minutes in duration and you can use these video clips to teach students some of the skills of organization and time management. You can use the video clips on an iPad, laptop or desktop machine, digital projector or digital white board.

They can be used with individual students as in a counseling situation, or small groups or classes of students. Their short duration means they can be used in different ways. For example: you can use

them during a class to remind students of some elements of time management or you can take one clip per week in a pastoral care program and focus on the theme of that video for the week.

The videos are designed to offer suggestions on how students might organize themselves - there is then lots of scope for students to discuss and consider for themselves what they need to do to improve their time management.

This might include: making more notes in their diary or keeping their locker free of rubbish, or being able to pack a locker or tub more effectively.



A teachers direction or encouragement is very important for students in helping them determine how they might improve their time management and organization skills.

The "*suggested issues for further discussion*" are just some suggested topics to talk with students about. There may well be more applicable issues you might choose to raise with students, these are only a guide.

Cont" Page 2

The Video Topics

The following is a brief outline of the key learning themes in each video. These are followed by some suggested topics for further discussion with students. However, staff will know more accurately what issues their students will best be able to benefit from discussing. So you are encouraged to address the themes and issues of most use to your students.

Video 1: Introduction

This is a general video that raises some issues about how time management is important to adults.

Key learning themes include:

- a. Time management is important to adults when we go to work.
- b. The importance of getting to work on time,
- c. Being aware of time at work attending meetings on time, and using a diary
- d. Being able to complete work projects on time.
- e. Time is important when we do things with friends or colleagues.
- f. Adults need to get to work safely and on time.
- g. Introduction to the next 5 videos

Suggested issues for further discussion:

- a. *Why is being organized a good idea?*
- b. *What organization skills are useful for adults to have?*
- c. *Do you think you are well organized?*
- d. *What do you think you could do to improve your organizing skills?*

Video 2: Morning Routine

Key learning themes include:

- a. Everyone has a morning routine to organize themselves to get to school on time.
- b. Get students to consider - do they waste any time when they get ready for school.
- c. What are the things they need to do when they get up in the morning to get ready for school. Make the bed, wash or shower, have breakfast, make lunch, pack their bag, make sure everything is in the bag.
- d. Need to allow time to get to school safely
- e. It is important not to rush to school but to travel safely to school.

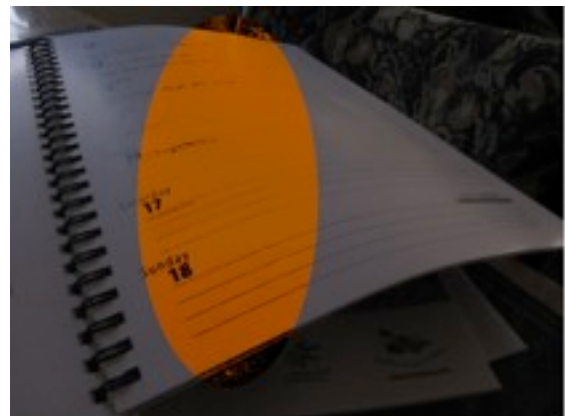
Suggested issues for further discussion:

- a. *What sorts of things do you have to do to get ready for school in the morning?*
- b. *What things slow you up in the morning? What can you do about these?*

- c. *What are some of the hazards you must be aware of when traveling to school?*

Video 3: Goal setting

- a. What are the goals we need to set ourselves to achieve at school.
- b. Need to set key goals to achieve each week. Some examples might include:
 - I. finishing an essay
 - II. improving at basketball
 - III. completing a maths project
 - IV. reading a library book.
- c. Need to check our key goals regularly and make sure we are achieving them.
- d. We can have big or small goals
- e. Need to get work done quickly, on time, and have it done in a neat and presentable way.
- f. Larger goals can be divided into smaller goals. For example a essay may be broken down to - research, draft, then final copy.
- g. Focus on smaller segments (stepping stones) of the larger goal
- h. Evaluate how you have gone.



Suggested issues for further discussion:

- a. *What goals do you need to set at school?*
- b. *Do you feel you achieve your goals at school?*
- c. *What can you do to improve on your goal achievement?*

Cont" Page 3



Video 4: Using Your Diary

Key learning themes include:

This video teaches some aspects of diary use

- a. A diary is a useful tool - it helps with planning and to achieve our goals.
- b. Diaries help us keep organized
- c. We can write things we need to achieve or meetings/events we need to go to.
- d. Considers what should students write in their diaries? Some examples include:
 - i. when projects are due,
 - ii. when you might have a test,
 - iii. when you have to finish your maths homework, or remind us to bring equipment to school.
- e. A diary helps us achieve our goals
- f. It is useful for planning - essays, projects, sport, what to bring to school.
- g. Break large tasks into smaller tasks and put it on a time frame then write this in the diary.
- h. Goals at school - break large goals into smaller goals and focus on them. Like how to plan a project like an essay - research, draft, final copy.
- i. Diaries can help us evaluate how we are going achieving our goals.
- j. Students should look at their diaries at the start of each week and each day through the week: both morning and afternoon.

Suggested issues for further discussion:

- a. How could you improve using a diary at school?
- b. What sorts of goals should you place in your diary?
- c. Do you plan for projects well? eg Break large projects up into smaller more manageable pieces?

Video 5: Packing Your Locker

Key learning themes include:

- a. To be well organized can mean having a really neat locker.
- b. Making sure students know where everything is and you can access it easily
- c. Avoid pushing and shoving around lockers
- d. Locker areas are busy. It is a good idea to stand back and take turns with other students to access lockers
- e. Need to store things in lockers - equipment used eg pens, pencils, tape etc
- f. Keep similar things together - books, folders, pencil case etc
- g. Group things together in your locker - books, sporting equipment etc
- h. Deal with rubbish. Get rid of it regularly

- i. Pack things in the locker carefully and neatly

Suggested issues for further discussion:

- a. Do you keep your locker neat?
- b. What can you do to improve at this?
- c. Are there any problems getting access to your locker?
- d. Do you need to develop a better way to keep things neat in your locker?



Video 6 Packing A Tub

Key learning themes include:

- j. Keep tubs as neat as you can
- k. This makes it easy to find things when you need them
- l. Messy tubs create problems
- m. Keep tidy
- n. Types of equipment to keep in a tub: pencils, pens, rulers etc
- o. Keep pencils and pens in a pencil case
- p. How to pack your tub, keep like things together.
- q. Generally, keep things neat and tidy in a tub this will help with being well organized.

Suggested issues for further discussion:

- a. Do you keep your tub neat?
- b. How can you improve at this?
- c. What sorts of things should you keep in your tub?
- d. How often should you tidy your tub?

Further Learning Activities to build on the themes of the videos

Run a special time management program at the beginning of the year. Have a focus on time management over one week in the early part of the year. Then repeat this in the middle of the year. You might focus on one Video clip each day through the week

Use the videos with a small group of integration students to build time management skills.

School Counsellors can use particular videos to assist individual students improve at their time management skills.

Coordinators might have them loaded on a computer in their office and when a student is sent to them with an organization difficulty they can have the student watch it and then discuss with the student how they can improve. Or get students to draw or write their response on how they can improve their organization skills

Pastoral care teachers might integrate the videos into their pastoral care program. This may be particularly useful for new year 7 students just beginning at a secondary school.

Value add to this resource by getting students to develop a PowerPoint presentation on improving their skills in organization and display this to other students in the school.

Have students develop posters to encourage better time management and organization skills. Place these in prominent parts of the school like locker areas to help students build their skills.

Have older students mentor younger students on improving their organization skills.