



hiddensparks
without walls

PARENT CONNECTION

Your Child's Organization

With Jane Gertler
November 20, 2012



Our Guest



Dr. Jane Gertler is the Director of the Office of Teaching and Learning at The Churchill School and Center, a school for students with learning disabilities in grades K – 12 in NYC. Prior to joining The Churchill School, she was the Director of Special Education in Irvington and in Edgemont before becoming the Director of Curriculum, Assessment and Professional Development in Edgemont. Dr. Gertler is an adjunct professor at Manhattanville College where she teaches graduate courses in special education and literacy.



Dr. Gertler has a B.S. in Human Development from Cornell University, an M.A. in Elementary Education from NYU, M.S. in Reading from College of New Rochelle, and an Ed.D. in Educational Administration from Fordham University.

Overview of the Session

- Organization and time management skills – essential for school and life!
- Organization and time management – HOME/SCHOOL connection
- Time management – much more than the ability to “tell time.”

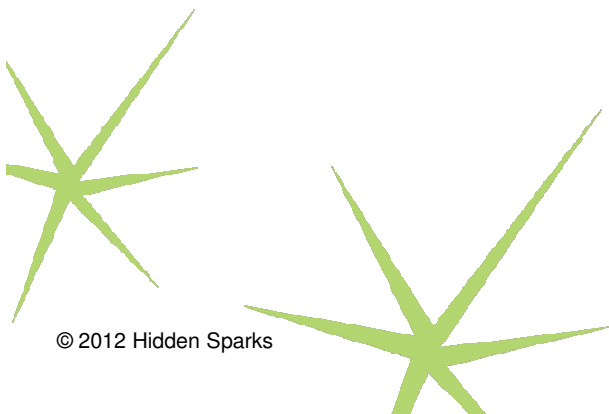
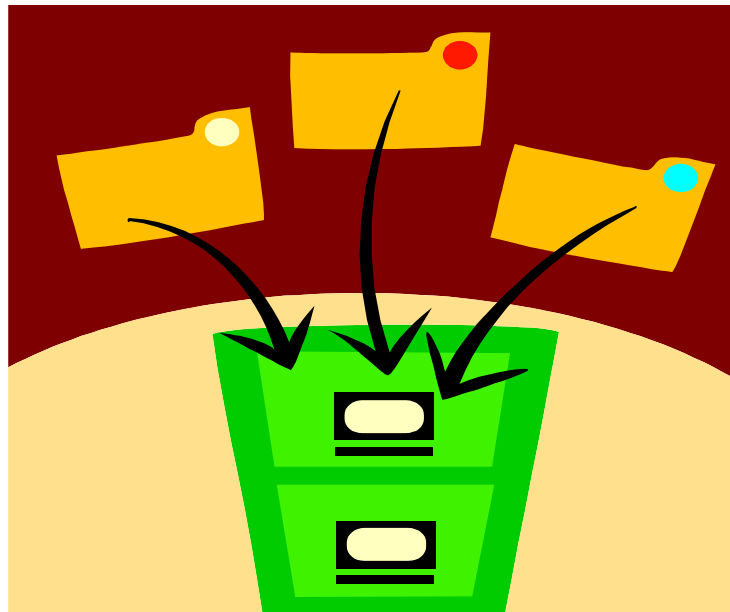


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Session Goals:

- Help Your Child Get Organized!!!



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The **DISORGANIZED** Student

- Backpack looks like a trash basket
- Cannot find HW completed or not completed
- Often loses papers
- Creates tension in the house!



THE ORGANIZED STUDENT

**BACKPACK has
School/homework
materials**

**Can find what he
needs in
backpack**

**Periodically
empties
BACKPACK of
things no longer
needed**

**Brings
completed
HW back to
school and
submits it on
time!**

The Organized Student at HOME

- **Identify a well organized workspace**
- **Photograph that workspace**
- **Establish a routine for keeping that workspace organized**
- **Create a routine for organizing/cleaning backpacks**
(Completed work goes in backpack as soon as it's completed)



The ORGANIZED Student

- “Toolkit” – pens, pencils, markers, post-its, clips, etc. *Option to have one toolkit in school and one at home.*
- “Things to Remember” list laminated and attached to backpack
- Photograph the organized backpack !

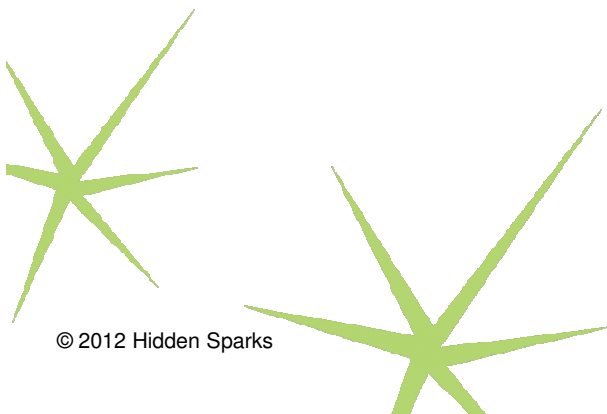


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The **ORGANIZED** Student

- More productive
- Less anxious
- Better grades
- Happy parents



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NOTEBOOK ORGANIZATION

3-Tiered System:

- Working notebook:
color-coded for each subject
- Reserve notebook
- Long-term filing drawer



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Working Notebooks

- **3-Ring binder with separate tabs labeled for each class**
- **1 color-coded spiral notebook for each class with separate folder for handouts and homework**



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Reserve Notebook

- **Multi-section accordion folder**
- **Each class/course has 3 sections**
 - **homework section**
 - **class notes section**
 - **test and quizzes section**



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Home : Clean-out-my -working-notebook- day

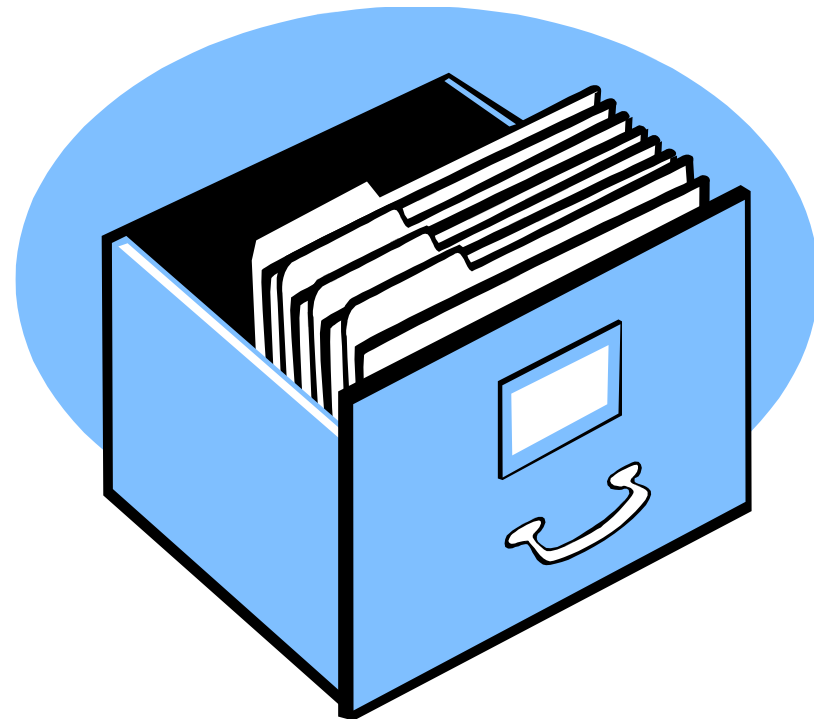
1 day each week

Clean out all papers no longer needed in school and put them in the Reserve notebook.



Long-Term Filing Drawer

- **Have student select samples of work they are particularly proud of: essay, drawing, test, poem, project.**
- **Keep these in a specific drawer or file at home.**



HOMEWORK





Calendars & Planners

- Help students stay focused.
- Post a large calendar in a central place at home.
- Child fills in key school dates (paper due, test, project, trip, etc.).
- Include family plans , so your child can prioritize an plan ahead.



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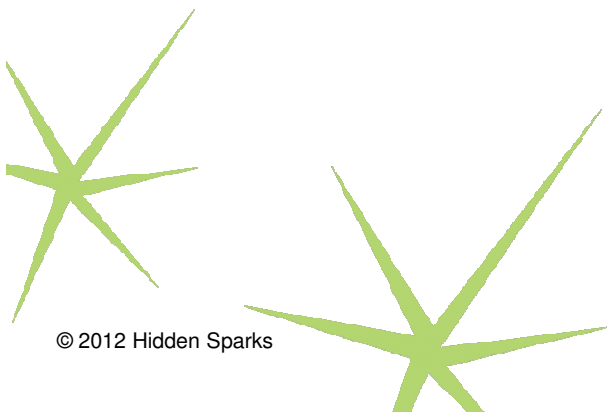
HOMework: Assignment book

Assignment /Materials (text, notes,etc.)	E.T. Estimated Time	A.T. Actual Time	Order	Done

Assignment Book

- **Student writes assignment in book at school**
 - **include materials needed to take home to complete assignment.**
- **AT HOME, student looks at each assignment and lists E.T.**
 - *decides on order (1,2,3,etc.) for completing work*
 - *writes A.T. after completing each assignment*
 - *puts assignment in homework folder*
 - *puts a check mark in "Done" column*





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Time Management



TIME: the period during which something exists, happens, etc.,
- Webster's Dictionary

***TIME MANAGEMENT: the ability to
prioritize commitments and schedule
them with enough time to complete
everything satisfactorily.***

- Donna Goldberg, The Organized Student

Why teach Time Management?

- Many children do not develop t.m. on their own; therefore, explicit instruction is needed.
- Better use of time → Improved academic success.
- Help avoid the “over-scheduled” child.



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Time Management



Prerequisite

- Understand the concept of time
(www.timetimer.com)
- Identify steps needed to complete a task

Set priorities

- Estimate how long homework takes
- Account for long term/short term assignments
- Consider other time commitments after school



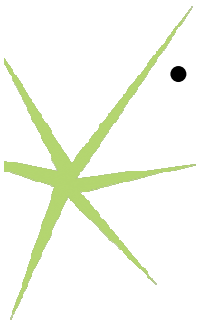
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Task Analysis and Time Estimation

-Landmark School, Inc.

- Choose and analyze a basic task students know – *i.e. making their bed before school*
- List the steps to complete the task in the correct order
- Estimate the time to complete the task
- Set a stopwatch to 0:00 or use a regular clock/watch
- Start the stopwatch and the task
- Complete the task
- Record the actual time to finish the task
- Calculate difference between estimated and actual times



Task & Time Estimation Sheet

Task: _____

Estimated time to complete: _____ ***minutes***

Actual time to complete: _____ ***minutes***

Difference between A & B (+ or -): _____ ***minutes***

Steps to complete task:

1. _____
2. _____
3. _____
4. _____

Etc.

Time Management



Must - dos

Students make a list of things they have to do:

- **Sleep**
- **Eating and personal hygiene**
- **School**
- **Homework**
- **Chores**



Time Management



Should/Could - Dos

- **Activities: sports, performing arts, fine art, dance, volunteer**
- **Play time with friends or alone**
- **Reading for pleasure**
- **Phone/e-Mail**
- **TV/Music**
- **Family time**





MY DAILY ACTIVITY GUIDE FOR _____

I Must Do!	I Should Do!	I Could Do!
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

Evaluation of the day's activities:
Today I did: _____ **Must Do**
_____ **Should Do**
_____ **Could Do**

HOMework: Assignment Book

- Students record homework in book and estimate time it will take to complete.
- Teachers write homework in same place on the board every day.
- Students are given time to record homework at beginning or end of class.
- If there is no homework, students should write “no HW in (subject) .”
- Note actual time and check off box when assignment is finished.

HOMEWORK: Assignment book

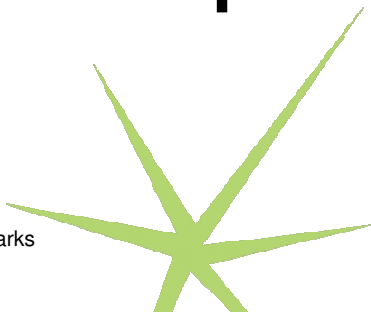
Assignment /Materials (text, notes,etc.)	E.T. Estimated Time	A.T. Actual Time	Order	Done

WEEKLY PLANNER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.	SUNDAY
7 – 8 a.m.							
8 – 9							
9 – 10							
10 - 11							
11 - 12							
12 – 1 p.m.							
1 – 2							
2 – 3							
3 – 4							
4 – 5							
5 – 6							
6 – 7							
7 – 8							

Break a LARGE task into SMALL tasks

- Have your children define the small tasks that make up the large task.
- Set a schedule for completing each of the small tasks.
- With older children: work backwards from the due date and have your children set their own schedule for completing each subtask

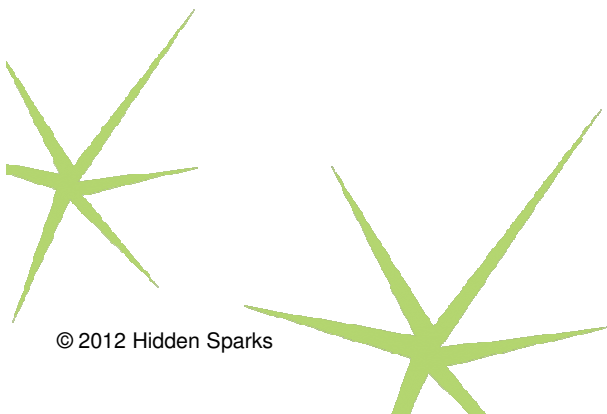


Keys to Success



- ***Some students learn to become organized by watching and imitating others. But, some do not figure out what it takes to be organized on their own. These students need step-by-step guidance in how to become organized.***
- ***At least 50% of the reason for lack of success in school is due to problems with organization.***

- Roberta Schneiderman



Keys to Success



- ***Help your child develop learning habits.***
- ***Guide your child without doing his/her homework.***
- ***Empower your child to be an active, life-long learner.***

Upcoming Hidden Sparks Without Walls Sessions

Tuesday 12/18/12 8:30-9:30pm	Study Skills With Zipora Schuck
Tuesday 2/5/13 8:30-9:30pm	Social Skills With Dr. Bonnie Goldblatt
Tuesday 3/5/13 8:30-9:30pm	Your Attention, Please! With Kate Sussman
Tuesday 4/9/13 8:30-9:30pm	Understanding Your Child's Psychoeducational Assessment Report With Dr. Orit Goldhamer
Tuesday 5/21/13 8:30-9:30pm	Memory With Karen Kruger

For more information visit: www.hidden-sparks.org

Contacting Hidden Sparks

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