

Get Organized!

Managing School, Life, and Fun

Teacher's Guide



Introduction

This Teacher's Guide provides information to help you get the most out of *Get Organized! Managing School, Life, and Fun*. The contents in this guide will allow you to prepare your students before using the program and to present follow-up activities to reinforce the program's key learning points.

This program shows teens how to become organized in their personal, academic, and extracurricular lives. After viewing this program, students will realize how simple it can be to keep their bedrooms, storage spaces (including lockers, backpacks, and purses), schoolwork, and time organized. Students will also discover that organization can help keep their lives sane!

Learning Objectives

By viewing this program, students will be able to:

- Recognize that structuring and prioritizing their lives is important to keeping a healthy balance of interests, activities, and obligations.
- Identify the key areas in their lives that require organization and prioritization.
- Develop and adapt strategies for staying organized in their personal and academic lives.

Educational Standards

National Standards

This program correlates with the National Standards for Family and Consumer Sciences. The content has been aligned with the following educational standards and benchmarks from this organization:

- Demonstrate planning, organizing, and maintaining an efficient housekeeping operation.

The National Standards for Family and Consumer Sciences reprinted with permission from the National Association of State Administrators for Family and Consumer Sciences (NASAFACS).

Language Arts Standards

The program also correlates with the following educational standard of the National Council of Teachers of English Standards for the English Language Arts:

- Students use spoken, written, and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion, and the exchange of information).

The Standards for the English Language Arts reprinted with permission from the national Council of Teachers of English (NCTE).

Technology Standards

The activities in this Teacher's Guide were created in compliance with the following National Education Technology Standards from the National Education Technology Standards Project.

- Students use technology tools to enhance learning, increase productivity, and promote creativity.

The National Education Technology Standards reprinted with permission from the International Society for Technology Education.

Program Overview

Get Organized! helps young people understand the importance of being organized in their personal, academic, and extracurricular lives by underscoring the pitfalls of being disorganized. This program warns students that while their confused systems might not seem like a big deal, it can have unfortunate consequences for their present lives and their future. *Get Organized!* offers effective organizational strategies in areas that are key for every student: living and storage space, school materials, time, extracurricular activities, and social life.

Main Topics

Topic 1: A Framework for Being Organized

The film's introduction discusses the critical need for organizational and time management skills that allow for personal, academic, and professional efficiency.

Topic 2: Take Control of Your Living Space

This segment demonstrates the negative impact a disorganized bedroom can have on a young person's capacity for maintaining balance in his or her personal, academic, social, and extracurricular lives. Students gain strategies—weeding out and sorting, storing items, cleaning workspaces—for creating and keeping order in their living space.

Topic 3: Organize School Materials

In this section, students recognize that keeping school materials organized not only benefits their academic progress, it also helps maintain their sanity as well! They learn how to keep important papers and assignments in order, as well as storage tactics for easy access to everything they need for school.

Topic 4: Make Your Time Count

This segment highlights time management. Here, students consider effective ways to balance academic priorities with extracurricular activities.

Fast Facts

- Being organized makes for better grades, less stress, more self-confidence, and more time for fun with family and friends.
- Organized people plan ahead for success by ordering their time, goals, and activities.
- The best first step to organizing personal and storage spaces is deciding what to keep and what to get rid of.
- Keeping personal space organized requires reordering and cleaning up for five to ten minutes each day.
- Organizing schoolwork in a notebook or binder makes it easier to keep clutter out of a locker and backpack.
- Taking control of school materials includes keeping electronic files organized.
- Managing time requires identifying priorities and goals.

- An organized person plans for the short and long term.
- An individual's success in the workplace relies in part on his or her ability to stay organized.
- Business professionals spend *six weeks* a year looking for their reports, projects, calendars, appointment information, and supplies.

Vocabulary Terms

distraction: A diversion of the attention.

essentials: Things that are necessary or indispensable.

frazzled: To be in a state of exhaustion.

jeopardize: To put at risk.

overwhelmed: The state of being overcome by an excessive amount of clutter or commitments.

priority: An activity or a responsibility that deserves more time and attention than other activities and responsibilities.

resale: The act of selling again.

streamline: To make a process or storage area more efficient by organizing essentials and removing nonessentials.

system: An organized and coordinated procedure.

weed: To eliminate unnecessary or unwanted items or processes.

Pre-Program Discussion Questions

1. Do you consider yourself to be organized, or disorganized? Explain.
2. Is someone in your life extraordinarily organized? Describe how this person maintains order.
3. How does the daily life of a disorganized individual likely play out?
4. What does time management mean? How do you manage your time? If you don't manage your time, why not?
5. What might be the lifelong benefits of being organized?

Post-Program Discussion Questions

1. What are the negative aspects of being disorganized? What benefits does organization generate?
2. In what ways are teenagers typically disorganized? What contributes to this disorganization?
3. Do you think teens *want* to be disorganized? Explain.
4. What are some of the challenges teens encounter when trying to remain organized while maintaining busy lifestyles?

5. Is disorganization something that carries over into adulthood? Discuss.
6. Which areas of your life could use some organization? What strategies might you apply to become more organized in these areas?

GROUP ACTIVITIES

Get Organized Help Desk

No doubt many students could be better organized. Students can help their peers by establishing and manning a school-based “help desk” that offers students organizational and time management strategies and resources. For example, students might design one-page tip sheets that list steps for balancing academic and job demands, organizing a bedroom, giving order to schoolwork, etc. They can display storage containers, planners, and binders for assignments (perhaps partner with manufacturers that might sponsor giveaways). Or, they can run desktop videos demonstrating organizational approaches.

Professional Organizers on Campus

Students invite a professional organizer to participate in a seminar or an assembly that would help students become better organized. The seminar or assembly should be interactive. The speaker should allow students hands-on opportunities to use organizational tools to create order. To encourage students to become better organized, reach out to local merchants who might sponsor product giveaways, such as daily planners, mini desktop organizers, and binders.

Carrying over the “Disorganized” Trait?

Students survey adults in their school and in their family to learn about their organizational habits. They determine whether these adults have organization habits that are similar to those the adults had as teenagers. Students then synthesize their findings to determine whether being disorganized during adolescence is a “trait” that carries over to adulthood, and to recommend ways students can avert organizational chaos in the future.

Individual Student Projects

A Plan of Action

Students create and implement an organizational plan of action—with measurable benchmarks—that a peer supervises. The plan should include a matrix of planned and completed activities, a section for notes on where the process was successful and unsuccessful, and suggestions their peer can make for improving strategies.

Technological Organization

In this activity, students design blueprints for technical devices that alarm students when their lack of organization is leading them into trouble. An example of a device might be an alarm that goes off when a locker, backpack, or closet has become too full.

Before and After

Students create a before/after pictorial essay reflecting a journey through disorder, featuring themselves or a classmate or friend. This allows students to visually demonstrate the value of being organized and encouraging others to bring order into their lives. Students then display their essays in the classroom, in the hallways, in the cafeteria, in the gymnasium, or in the guidance office. If students have created a “help desk” as described in the Group Activity section, essays may be displayed there as well.

Internet Activities

Suggested Reading

Students read and compile Internet articles that offer strategies for becoming organized. Students then create a suggested reading booklet for their classmates in an effort to help them become organized.

Site Reviews

Students review and rate websites that provide organizational tips and strategies. These reviews are then posted in the classroom for other students' access.

Assessment Questions

1: What are the negative effects of disorganization?

- a) inability to find important items
- b) stress and reduced self-confidence
- c) impedes social and recreational activities
- d) all of the above

A: d)

Feedback: Being disorganized affects people emotionally and physically. When clutter and confusion reign, it becomes difficult to manage day-to-day tasks, leaving one feeling overwhelmed.

2: Becoming organized requires_____.

- a) a system
- b) planning
- c) setting priorities and goals
- d) all of the above

A: d)

Feedback: One can learn to be organized by applying and maintaining strategies that contribute to order. But, becoming organized requires forethought. For example, when organizing a living space, one has to decide what to keep and what to toss. Or, when learning how to balance time, one has to give priority to certain activities—with school topping the list.

3: Organized students_____.

- a) plan ahead for success
- b) always do well in school
- c) have lots of friends
- d) are the best dressed

A: a)

Feedback: Young people who are organized consider both the short and long term. They organize their time, goals, and activities. For example, they create systems that allow them to complete both short-term and long-term school assignments in a timely manner. They look ahead, maintaining systems and schedules that see them into an organized future.

4: What must one do to begin organizing a cluttered bedroom?

A: Go through everything in the room and decide what to do with each item; weed out what should be kept, and what should be discarded.

Feedback: Organizing a room requires a thought process. Weeding out and sorting items help make this process easier. Dividing items into piles or boxes helps one decide which things to keep, to throw away, or to sell or donate. Weeding out/sorting takes time: it often works best to break the cleaning up into smaller, more manageable (and less overwhelming) time periods.

5: Why is it important to be especially organized in a dorm room?

A: Dorm rooms are small, shared spaces. They don't hold as much as a bedroom might, and there is usually limited storage to accommodate at least two people's belongings.

Feedback: Sharing a space—whether a college dorm with another student or a bedroom with a sibling—requires a careful ordering of items and space. It makes living in close quarters more manageable, ensures that each person's belongings are accessible to him or her, and probably maintains friendly boundaries.

6: How does a student go about "uncluttering" a locker?

- a) Take everything out and decide what to keep and take home or throw away.
- b) Use products, like magnet organizers.
- c) Organize schoolwork in a notebook or binder.
- d) all of the above

A: d)

Feedback: Lockers can become a central storage space that, without organization, can become a cluttered mess. Weeding out and sorting items begins the "decluttering" process. The next step is organizing the locker in a way that allows for easy access to important school items and materials, as well as personal items. Keeping important papers in well-organized binders also helps reduce locker clutter.

7: A _____ allows students to work on computer files at home and school.

A: flash drive or disc

Feedback: Keeping control over electronic files is as important as organizing school materials. It is important to back up important files and get rid of unnecessary ones, such as multiple drafts of the same document.

8: Why is time management essential to a young person?

A: Managing time ensures that young people give priority to important activities, such as school, and that they are not investing too much time in extracurricular or social activities. Time management also helps to prevent students from becoming overextended and/or exhausted from excessive commitments.

Feedback: Time management is critical to balancing and maintaining realistic and productive activity schedules, which emphasize school but include extracurricular activities. To figure out how to spend their time, young people first need to decide what their priorities are, and then identify and assign time to important goals.

9: A _____ can help a young person keep track of what he or she has to do.

A: planner or calendar

Feedback: Planners and calendars are critical to time management. In addition to relying on them to keep track of day-to-day activities, students can use planners and calendars to record and track school assignments and other responsibilities.

10: How can disorganization affect your future?

A: Disorganized young people are more likely to be disorganized adults who bring inefficient habits into the workplace.

Feedback: Being disorganized does not end when a student graduates from school. According to Monica Friel, a professional organizer, business professionals spend a lot of time trying to find important documents and other work-related items because they lack organizational skills. As a result, this affects their chances for promotions and raises.

Additional Resources

WEB SITES

How to Organize a Teen's Closet

[http: wiki.ehow.com/Organize-a-Teen's-Closet](http://wiki.ehow.com/Organize-a-Teen's-Closet)

Organizetips.com: Helping Daily Life Get Organized

www.organizetips.com

Organized Home

www.organizedhome.com

Organizing from the Inside Out for Teens

www.organizedteens.com

BOOKS

Outwitting Clutter

Bill Adler

The Lyons Press, 2002, ISBN: 1585742716

The 7 Habits of Highly Effective Teens

Sean Covey

Fireside, 1998, ISBN: 0684856093

Organize Yourself

Ronni Eisenberg

Wiley, John & Sons, Inc, 2005, ISBN: 0471657506

Organizing from the Inside Out for Teenagers

Julie Morgenstern

Owl Books, 2002, ISBN: 0805064702

Other Products

Interior Choices

• VHS • DVD-R

Most young housing consumers are likely to find themselves facing complex decisions about space, needs, energy, and how to complete their household interiors. This video series explains how we can assess our own interiors to maximize space, make wise investments, and still use energy efficiently. The series includes the following programs: *Major Appliance Selection and Care; Energy Savings; Storage and Closet Organization*

Item no: 25665 • Meridian Education • www.meridianeducation.com • 1-800-727-5507

Home Interiors Poster Set

• Six 17" x 22" posters

Bright, four-color posters will draw your students into the housing unit and excite them about creating their own personal living space. The posters cover major topics in housing: window treatments, floor coverings, lighting and light fixtures, furniture, storage, and wall coverings.

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