

# ***Helping disorganised kids keep organized: a few tips....***

## ***Galen Parent Meeting – 13<sup>th</sup> May 2013***

### ***Part 1 – Why are they disorganized – “Poor Executive Function”***

We started the meeting by watching the following “snippet” - from a forum being held in the USA :

- It looks at “the Disorganised Student” – a forum of “experts” – Psychologists, a Mum, A teacher and a student sharing their experiences, and knowledge:  
The clip goes for 7 mins – and well worth watching.  
\*\* the main emphasis is with people with a diagnosis of ADHD – but as we have discussed many of the diagnosis’ have similar “deficits” – poor executive function is very common
  - o <http://vimeo.com/49142790>
  
- The longer (Full) version of the above clip, goes for 1:16mins – I watched the whole thing and was totally engrossed during the full hour +, it was very informative. I encourage all of you to watch it at some stage.
  - o [http://www.youtube.com/watch?v=Qvwcs0\\_86k4](http://www.youtube.com/watch?v=Qvwcs0_86k4)

Next we looked very quickly at a Power Point Presentation on “[Helping the Disorganised Student](#)”. If you click on the Highlighted works above it will take you directly to the site and download the power point. I have attached a PDF copy of it for those that cannot open the web link.

### ***Part 2 – Strategies that may help***

Given that there are no “Quick Fixes” – I have collated a number of ideas below from readings, various documents, conversations – and added some that were shared at the meeting:

- Have a routine – when things are done – where things are kept etc
  
- Have a “bag” / “desk” tidy up at the end of the week/night
  
- Ask directed questions – “what did you do in maths today?” – “what were the key points of the lesson?” – “Did you finish all the work the teacher expected you to do?” - Rather than “Do you have any homework?” – The homework flow charts and study timetable can help in this – find attached –the study timetable – it is in excel so it can be edited to suit. If you cannot open it – your child can as they have excel on their laptop.

- Colour code books/items
  - Use a diary/calendar in a prominent place – with important dates including when assignments are due
  - You should be able to get this information off the “PAM” module or get the kids to open their computer to “simon” : either way – next step
- How to access PAM: go directly via the link (<http://pam.galen.vic.edu.au/>)

OR from the Galen Home page : <http://www.galen.vic.edu.au/>



Then scroll down to the “Quick Links” to “PAM – Parent Access Module

Parents and Guardians, We  
just experienced one of the  
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School Musical

18, 2013  
ge News



orel

[Newsletter Issue 6](#)

[Newsletter Issue 7](#)

QUICK LINKS

[2013 Galen Calendar](#)

[2013 Laptop User Manual](#)

[Canteen Menu](#)

[Galen Bell Times](#)

[Galen School Portal](#)

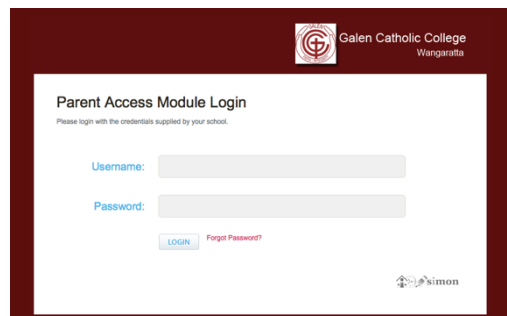
[Parent Access Module \(PAM\)](#)

2013 TERM DATES

Term 2

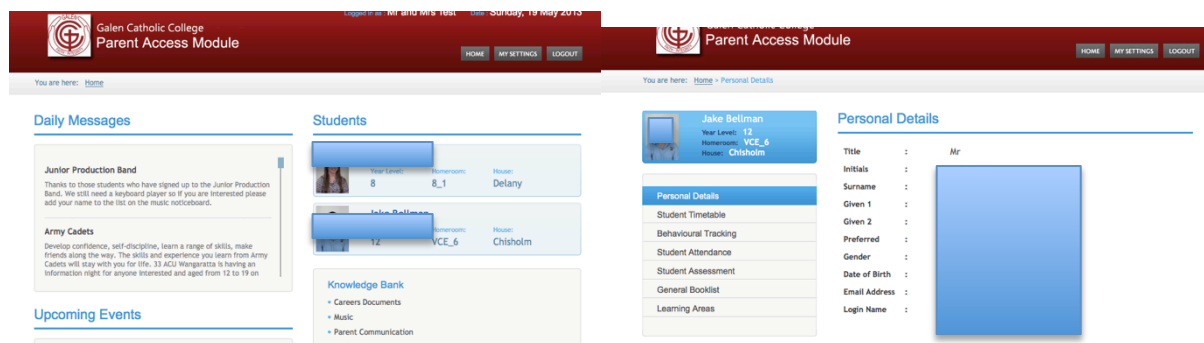
15th April - 28th June

You will then get to the Login Page – if you do password – then please ring the Front Office and give you your code.



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they will

Once logged in, you will see your children’s pics - click on the student and then their details will be displayed:



Homeroom: VCE\_6  
House: Chisholm

- Personal Details
- Student Timetable
- Behavioural Tracking
- Student Attendance
- Student Assessment
- General Booklist
- Learning Areas

Title : Then click on "Learning Areas"  
Initials :  
Surname :  
Given 1 :  
Given 2 :  
Preferred :  
Gender :  
Date of Birth :  
Email Address : This will give you the Due dates of the up coming Tasks  
Login Name :

## Learning Areas

This section summarises the Learning Area Tasks for the student. Please click the link below to see the summary

> Display Learning Area Task Summary

### Task Due Dates

May

- May 24 1ENG33E - Unit 3 English Persuasive Oral on Australian Media Issue
- May 25 1FMA33A - Unit 3 Further Maths SAC 1

By Clicking on the

"Display Learning Area Task Summary" will give you more details and their assessments on previous tasks

## Learning Areas Task Summary

> Return to Student Profile

Semester: 2013, Semester 1

Note: This page summarises the learning tasks progress of the student. Further information can be obtained by clicking on the class title or the numbers listed in each column.

### Timetabled Classes

(Click Subject for Task Results)

	Assessment Tasks			Homework Tasks		
	Complete	Active	Overdue	Complete	Active	Overdue
Unit 3 Chemistry (1CHE33A)	2	0	0	5	0	0
Unit 3 English (1ENG33E)	0	0	0	1	0	0
Unit 3 Further Maths (1FMA33A)	0	0	0	0	0	0
Unit 3 IT Applications (1API33A)	1	0	0	0	0	0
Unit 3 Math Methods CAS (1MMC33A)	5	0	0	0	0	0
Year 12 Homeroom (1HRM12H)	0	0	0	0	0	0

### Inactive Classes

(Click Subject for Task Results)

	Assessment Tasks			Homework Tasks		
	Complete	Active	Overdue	Complete	Active	Overdue
You are not a member of any classes...						

### Task Due Dates

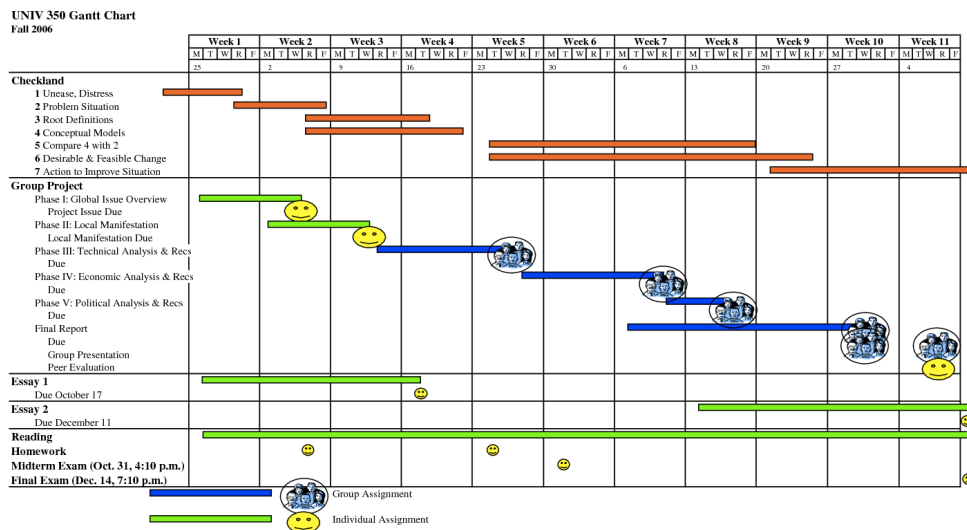
May

- May 24 1ENG33E - Unit 3 English Persuasive Oral on Australian Media Issue
- May 25 1FMA33A - Unit 3 Further Maths SAC 1

Clicking on the "numbers" - Complete / Active / overdue will give you more detailed info and possible the relevant worksheets/media files/resources in the menu tabs above the menu.

- Otherways to display Calendar dates:

- o GANTT Chart : It has the start time and finish time - it is a visual way to display the days to complete an assignment. Can cross days off / put gold stars/rewards when completed early etc..



- o Homework “clothes line” - hang a string across the “desk” / “wall” – etc and “peg” coloured notes with the assignment name / activity etc – RED - THIS WEEK – Green NEXT WEEK .. etc what ever colour code you sort out. Then as they are completed you take them of the clothes line, OR just hang them on the clothesline in the order they are completed...



- Use sticky notes and reminders / use apps on smartphones/ipads/ipods for reminders –
- Use a small pocket size flip notebook – to jot down dates/important reminders/assignments etc. – these can then be transferred into apps/the computer etc. Kids keep it in their pocket during the day. ( you often see “Tradies” with a notebook in their pocket for this type of thing)

**Email the teachers, ask what is due/coming up etc– be proactive don't wait for us to email you!**

## *Helping disorganised kids keep organized: a few tips... HOMEWORK*

- Have an area to do homework – with minimal distractions – NO PHONES/Ipods etc – ie: Make a rule - NO social media during homework.
- Ensure the desk/table is tidy – cleared of any unnecessary items
- Have set times for homework ( with breaks – for drink/food/exercises/social media). Ensure it is **Concentrated effort** – that is: it does not include, collecting materials, opening books, gathering pens and pencils etc.. this is the Fair dinkum - WORK Time
- - Depending on yr level:
    - Yr 7 & 8 – 15-20mins **concentrated effort** – 10min break then another 15-20min concentrated effort min 3 times per week.
    - Yr 9 & 10 – 30-40min **concentrated effort** – 10min break then another 30-40min concentrated effort – min 3 times per week.
    - Yr 11 & 12 – 30-40min **concentrated effort** – 10min break then another 30-40min concentrated effort – longer break ( dinner maybe?) . Then another session ( 40mins ) - minimum 4 times per week ( plus some weekend sessions)
  - After every 40mins – a 10 min break should be taken – and plenty of water should be drunk whilst doing homework.
- Use rewards for concentrated efforts – when student is seen as working well as does not get distracted – may take some training. \*\* Remember students are clever at pretending they are doing work – we were kids once!!
- Ask what they are doing – see where they are up to and then look again in 10mins time – see what they have completed – Look for Improvement over time/or quality – not necessarily quantity.
- Look at homework sheet/ questions etc - Use Green and Red stickers/markers – Green for Go (start here ) – Red for stop and have a rest. Many students don't know where or how to start - overwhelmed by task – so simple questions get “blurred” with everything else – becomes a jumble of words – don't know when to stop. By doing this it breaks down the task of start and stop.
- When overwhelmed by a number of tasks to do: set all tasks out on the table/floor, get them to decide which one is the hardest/most challenging – then get them to do it first – offer a reward at the end. Then when complete pack it away – allow them to choose a favourite task next. ( if there is a favourite!!)
- Email the teacher if there is difficulties/gets too stressed/anxious – communication is important and gives us an idea of what is an acceptable level of “homework” to give particular students or allows us to modify outcomes. No teacher wants to put a student under any undue stress, so communication is essential.