

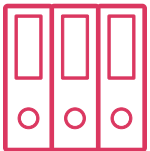
STAYING ORGANIZED FOR REMOTE LEARNING

Any parent or guardian who has scrambled in the morning before school to help their child find their homework knows the daily challenges of staying organized with children. These organizational challenges exist for families whether students are learning in or out of the classroom. This guide focuses on suggestions and strategies to help students and families get organized when learning remotely.



Getting Organized For Remote Learning.

TRY TO KEEP A CLEAN AND TIDY SPACE. If possible, it helps to find a quiet, dedicated learning place for your child.



- If you know your child may have to work in different spaces, organize all their learning materials in a portable carrying case with a secured lid or zipper.
- Teach your child to return items like highlighters and pencils back to where they belong.
- Remove any paper or trash from the space before and after class.

CREATE A CALM, QUIET ENVIRONMENT.



- To encourage your child to stay focused, remove distractions like cell phones, video games and pets from the working space.
- If possible, keep a pair of headphones handy to buffer distracting noise.

STICK TO A SCHEDULE AS MUCH AS YOU CAN. Post a visible calendar or schedule in the workspace or, if you can, create one online for easy access, and visual reminders.



- Set reminders on a phone or computer to complete tasks and meet deadlines.
- Encourage your child to keep a to-do list and check off items once completed.



TEACH YOUR CHILD TO MANAGE TIME EFFICIENTLY. Help your child create enough time to log in and set up their workspace before class starts.

- Set a goal for your child to be logged on and ready 10 minutes before the start of class.
- Track the time spent on self-paced learning tasks using a timer or clock.
- If your child can get off-task easily, use paper reminders on sticky notes to get back on track.



ORGANIZE DIGITAL FILES AND TABS. Try to keep browser windows to a minimum by only opening tabs that will be used during learning.

- Organize online and computer files by creating files based on the class name, topic, and date.
- Encourage your child to follow teachers' guidance for how to name assignments.

Organization Is Important For Success In School And The Workforce.¹

Organizational skills are important for success during both remote and in-person learning. Research shows that there is a connection between a student's organization and academic achievement.² Students who kept a system of organization were better prepared for school-related tasks and the future workforce.

Experts compare an organized backpack to an organized brain. Students who are unorganized often struggle to focus and follow directions, which can get in the way of learning.³ Research has shown that teaching organizational skills helps struggling students perform better and earn better grades.⁴



Looking for ways to teach your child organizational skills?

Routines help give structure to children as they learn personal organizational skills. To help them, you can establish routines and check in regularly. Praise your child when they stick to routines or schedules, and help your child solve any problems that get in the way of their routines.

References: ^{1,4} Gambill, Moss, and Vescogni, 2008 ^{2,3} Kammler, 2017