**Ideas to support a student who is disorganised.**

**The following tips are particularly useful for students who are disorganised.**

* **Speak to the student to explain (a) what she is doing wrong (e.g. failing to bring necessary materials for specified activities) and (b) what she should be doing (e.g. having necessary materials for specified activities**
* **Model organisation and use of work material. For example**
  + **putting materials away before getting others out**
  + **having a place for all materials**
  + **maintaining an organized desk area**
  + **following a schedule for the day**
* **Have student leave necessary materials at specified activity or nominated areas.**
* **Establish a routine to be followed for organisation and appropriate use of work materials. Provide the routine for the student in written form and verbally review it often.**
* **Have the student choose a peer who displays the ability to organise an assignment prior to beginning it. Have the students observe the person and try to model the behaviours which allow her to organise assignments.**
* **Have students develop a list of materials necessary for each class.**
* **Minimise materials needed for specified activities.**
* **Provide a colour coded organisational system (e.g. notebook, folders, etc)**
* **Remind the student at the end of the class of materials required for specified activities the next day (e.g. note sent home verbal reminder, etc.).**
* **Provide the student with an organisational checklist (e.g. routine activities, materials needed, and steps to follow.**
* **Reinforce the student for having necessary materials for specified activities:**

1. **give the student a tangible reward (e.g., classroom privileges, choose an activity) OR**
2. **give the student an intangible reward (e.g., praise, handshake, smile etc.)**

