

# 7 Ways to Teach Your High-Schooler Organization Skills

It's important that teens understand how to organize and prioritize responsibilities. Here are ways you can help him improve these skills at home.

Lesson

# 1

## Teach multiple ways to prioritize.

**Goal:** Find organizational tools that fit your teen's needs and skills.

**Example:** Projects can be organized by due date—or by time needed or how hard (or easy) they are.

Lesson

# 2

## Teach how to divide and conquer.

**Goal:** Keep deadlines for long-term projects from creeping up.

**Example:** Show your teen how to break projects into smaller, more manageable pieces. Use cue words like “first,” “next” and “last” to categorize the tasks.

Lesson

# 3

## Designate a place for study materials.

**Goal:** Teach your child to keep the tools he needs in one place.

**Example:** Encourage your teen to keep pens, paper, computer, calculators, dictionaries and other supplies together. No more hunting for an eraser!

Lesson

# 4

## Model organization skills.

**Goal:** Learn how to be organized by seeing the skills in action.

**Example:** Keep a family calendar and a to-do list to model planning ahead and making lists.

Lesson

# 5

## Use a whiteboard.

**Goal:** Make things easier to visualize.

**Example:** Your child can use it to make daily to-do lists, map out an assignment or just write down things to remember.

Lesson

# 6

## Give your teen a planner.

**Goal:** Encourage your child to manage his own schedule.

**Example:** With a digital or paper planner, he can keep track of where he needs to be and when. He can practice arranging and rearranging his time.

Lesson

# 7

## Ask about the plan of attack.

**Goal:** Make sure your teen knows how to prioritize the steps for getting an assignment done.

**Example:** Don't assume your teen knows how to get an assignment done. Ask him to explain his plan. You can help him refine it, as needed.