



ORGANIZATION

Everything has a place.

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I put my toys away.	I can find the toys I would like to play with.
I write down my school work in my planner.	I know what school work I need to get done.
I write my basketball game schedule on the calendar.	I won't miss any basketball games and I will be able to play more time in the basketball games.
I hang my backpack on my hook.	I can find my backpack and my bag stays neat and clean.

I put my shoes in the shoe basket when I get home from playing outside.

I can find my shoes next time I want to go outside.

I keep my school papers in my binder under the correct tab.

I can find my school work when I need it. My work is on-time and neat. I get better grades in school.

I make a plan on how to study for a big test.

I feel less stressed about the test, I am more prepared for the test, and I get a better grade.

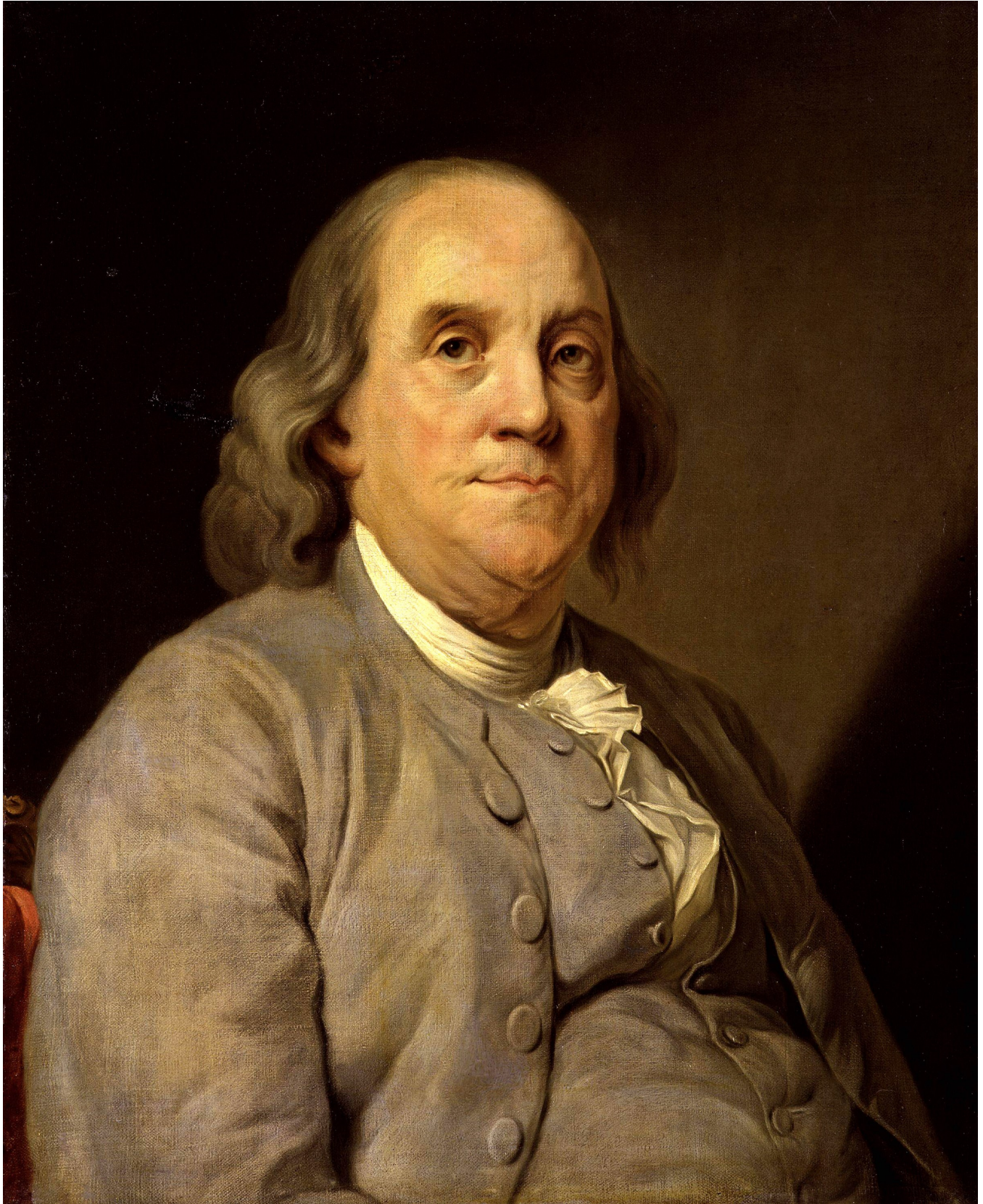
I put my clothes away in the correct drawers.

I can find the clothes I want to wear and my clothes don't get dirty and wrinkled.

I leave my toys outside in the rain.	My toys get ruined from being outside in the rain.
I hope I remember the school work I need to do, but I don't write it down.	I forget to do my school work and I don't learn the material I need to know. I get bad grades.
I forget to give my mom my swim meet schedule.	I miss my swim meet and don't get to swim in my races. I let me teammate down.
I leave my backpack on the floor.	My backpack gets dirty and rips.

I leave my shoes in the doorway when I come inside from playing.	My sister trips on my shoes and get hurt.
I stuff my school papers in my backpack.	I can't find my school work I need and my teacher marks the assignment as missing. I get a bad grade even though I did the work because I can't find my work.
I study for a big test right before the test.	I feel worried about how I will do on the test and end up getting a low grade because I did not study enough.
I shove my clean clothes under my bed.	My Sunday suit is wrinkled and dirty. I don't look nice at church on Sunday.

Benjamin Franklin

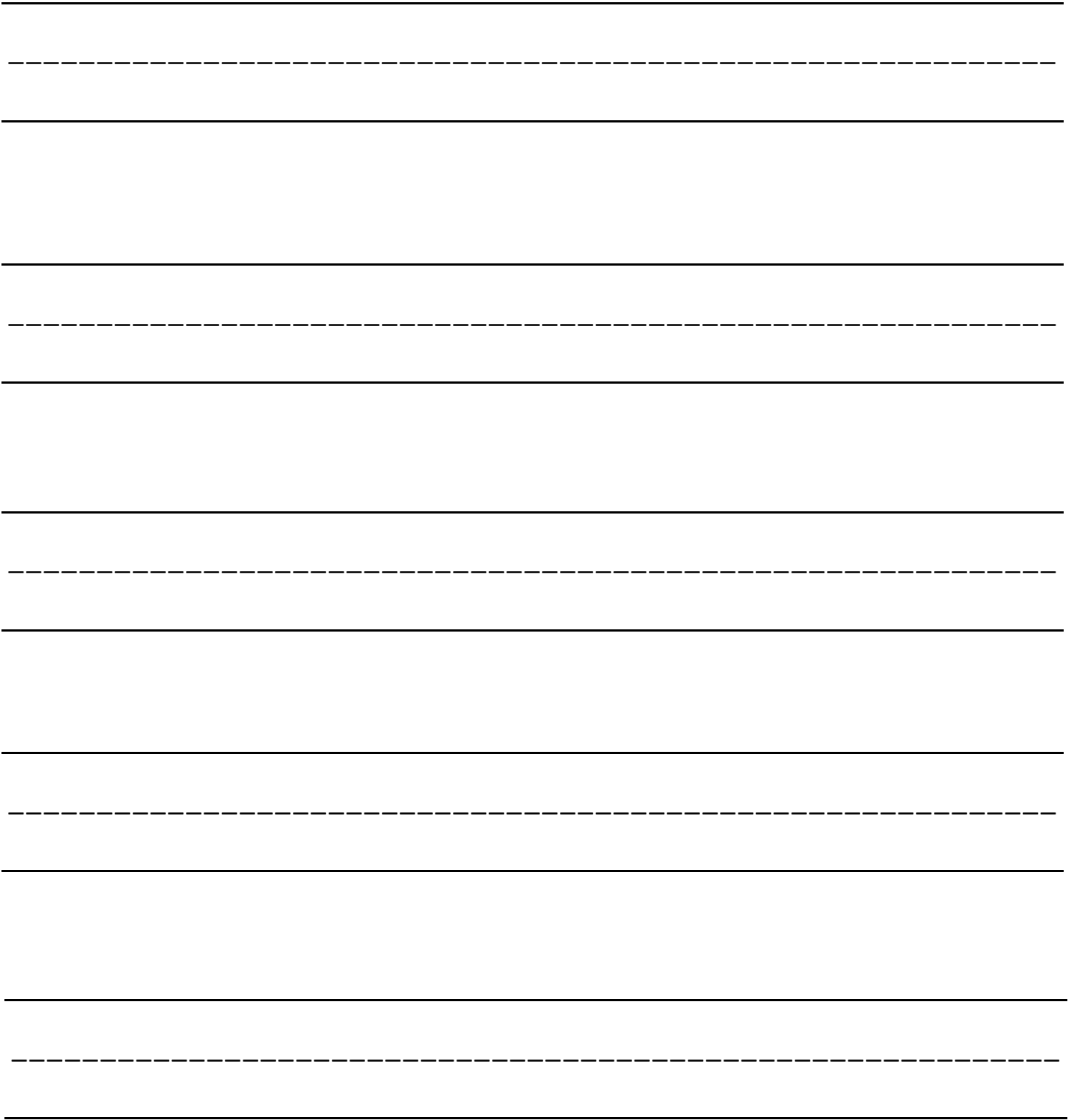


Benjamin Franklin's Schedule

The morning question, What good shall I do this day?	5	Rise, wash, and address <i>Powerful Goodness</i> ; contrive day's business and take the resolution of the day; prosecute the present study; and breakfast.
	6	
	7	
	8	
	9	Work.
	10	
	11	
	12	Read or overlook my accounts, and dine.
	1	
	2	Work.
	3	
	4	
	5	
Evening question, What good have I done today?	6	Put things in their places, supper, music, or diversion, or conversation; examination of the day.
	7	
	8	
	9	
	10	Sleep.
	11	
	12	
	1	
	2	
	3	
	4	

Organization: Everything has a place.

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The page contains ten sets of horizontal lines for handwriting practice. Each set consists of a solid top line, a dashed middle line, and a solid bottom line, providing a guide for letter height and placement.

How To Organize

1.Dump

2.Trash

3.Sort

4.Contain and Label

5.Put Away

Organizational Tips

- 1) Develop a **routine**, not a schedule. Schedules are great, but once you “get off” you feel defeated. Set up routines without a strict time table.
- 2) Use a **checklist** for everything (morning routine, getting ready for bed, doing school work) If it needs to be done, it needs a checklist.
- 3) **Prioritize** by numbering school assignments (or any other required tasks) in the order they need to be done.
- 4) Designate a **space** (school workspace, toys space, reading space, etc.) for important activities and items.
- 5) Set-aside **time** (school work time, playtime, reading time, eating time, etc.)
- 6) **Color code** (toy bins, school binders, bookshelves, clothing drawer, etc.) Color coding is the easiest way to sort.
- 7) Conduct a **weekly clean-up**. Set a time, day, and time limit to conduct an organizational blitz.
- 8) Keep a **master calendar** in a place everyone can see and check. Color code by person or activity.
- 9) **Prepare** the night before. As part of your evening checklist (see #2), prepare for the next day.

Organizational Tips

- 1) Follow a routine for the morning and the evening.
- 2) Use a picture checklist to get tasks done.
- 3) Number the jobs/work you need to do.
- 4) Put things back where they go.
- 5) Know when it is play-time and when it is work-time.
- 6) Pick up your toys every day.
- 7) Clean-up your room every week.
- 8) Learn what activities happen on what days of the week.
- 9) Prepare the night before.

Scriptures for Organization

Ecclesiastes 3:1-8

To everything there is a season, and a time to every purpose under heaven: A time to be born, and a time to die; a time to plant, and a time to pluck up that which is planted; A time to kill, and a time to heal; a time to break down, and a time to buildup; A time to weep, and a time to laugh; a time to mourn, and a time to dance; A time to cast away stones, and a time to gather stones together; a time to embrace, and a time to refrain from embracing; A time to get, and a time to lose; a time to keep, and a time to cast away; A time to rend, and a time to sew; a time to keep silence, and a time to speak; A time to love, and a time to hate; a time of war, and a time of peace.

1 Corinthians 14:40

Let all things be done decently and in order.

1 Corinthians 14:33

For God is not the author of confusion, but of peace, as in all churches of the saints.

1 Corinthians 12:28

And God hath set some in the church, first apostles, secondarily prophets, thirdly teachers, after that miracles, then gifts of healings, helps, governments, diversities

Organization Goals

Organization Quotes

“For every minute spent organizing, an hour is earned.”

- Benjamin Franklin

“Organizing is a journey, not a destination.”

- Unknown

“Cleaning and organizing is a practice, not a project.”

- Meagan Francis

Get rid of the weeds and foster the flower.”

- Charlotte Mason

“Bottom line is, if you do not use it or need it, it's clutter ,
and it needs to go.”

- Charisse Ward

“It takes as much energy to wish as it does to plan.”

- Eleanor Roosevelt

“ Organization isn't about perfection, it's about efficiency,
reducing stress and clutter, saving time and money, and im-
proving your overall quality of life.”

- Christina Scalise

Organization Book List

Read one of these books and complete a oral or written narration (re-telling/ summary) of the story orally. Discuss what this book teaches about organization. The teen book included here are “how-to” books not fiction books. Video links, when available, are included on the blog.

- *A Place for Everything* by Sean Covey and Stacey Curtis
[Picture book, ages 3 and up]
- *Too Many Toys* by David Shannon
[Picture book, ages 4 and up]
- *The Berenstain Bears and the Messy Room* by Stan and Jan Berenstain
[Picture book, ages 4 and up]
- *Respect and Take Care of Things* by Cheri J. Meiners
[Picture book, ages 4 and up]
- *Get Organized Without Losing It* by Janet S. Fox and Steve Martin
[Ages 8 to 13]
- *Where's My Stuff* by Samantha Moss and Lesley Schwartz
[Ages 13-17]
- *Organizing from the Inside Out For Teens* by Julie Morgentsern and Jessi Morgenstern-Colon
[Ages 12-17]