



## EARLY YEARS–KINDERGARTEN THROUGH GRADE TWO



### WHAT YOU NEED TO KNOW:

Like so many other skills in life, organization does not necessarily come naturally. It can take time and effort.

Organization is the process of building logical and systematic working skills through planning.

Where young children are concerned, establishing good organization habits requires modelling and reinforcing. Kids need to be shown how to organize a project.

Verbalizing expectations is key for younger kids. Before beginning a task, identify the task that you are going to do, explain why you are going to do it, and identify the desired outcome. Also, be sure to discuss what you are doing while you are doing it.

The earlier that young children develop their organizational habits, the easier it will be when they are older to translate those habits into organized thinking.

This system can work whether a child is cleaning up the playroom or doing simple math worksheets.



### GET ORGANIZED! HERE'S HOW

- ✓ Identify the task out loud. "What are we going to do?"
- ✓ Break the task into manageable steps. "What are we going to do first?"
- ✓ Write the steps down and use different colours.
- ✓ Work systematically from one step to the next. After each step, ask what the next step is.
- ✓ Manage distraction by keeping the timeframe for each step short.
- ✓ As children complete each step, have them check off the step on the checklist.
- ✓ Celebrate the completion of each task with a high-five!
- ✓ Emphasize the importance of order and neatness.



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