

Topic: Organization

The learning target for this lesson is organizational skills. Please take the following skills and teach in a short (10-20) minute lesson. Encourage discussion, provide examples of what to do and what not to do, etc.

Ways to stay organized in middle school:

- Arrive to class on time with materials needed for that class
- Plan ahead according to your schedule and avoid going to your locker after every class period
- Keep your locker clean and organized
- Have an In and Out folder in your binder
- Have a folder for each class to keep handouts, graded papers, etc.
- Agenda – can be a good tool to keep on top of upcoming assignments
- Turn assignments in on time
- Use PASS to view your grades
- Use the teacher webpages to view lessons and assignments
- Remember that most textbooks are online. Access information is on the teacher's website.
- If you know you're going to be absent, talk to the teacher about the material that will be covered during your absence.
- If you are absent from class, talk to the teacher about the material you missed while you were gone. Remember, you have 2 days per absence to turn in makeup work.
- When you get home after school, have a snack, get some exercise, do your homework.