



States of Guernsey  
Children and Family  
Community Services

Children's Occupational Therapy

# Ways to Develop Your Child's Organizational Skills



## **Assign chores that involve sorting or categorizing**

Grocery shopping, emptying the dishwasher, sorting photos, cleaning out a cupboard, and other tasks that involve pre-planning, making lists, or arranging things are great choices.



## **Get ready the night before**

This one's always tough — for both of you — but it does work if you can get in the habit.



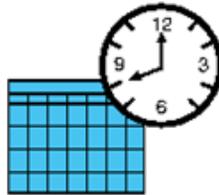
## **Use containers and closet organizers**

If there's a place for everything, they will find it easier to find items, keep neat, and clean up. Build "pick up" time into the daily routine.



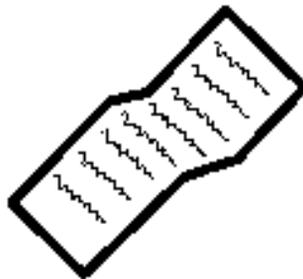
## Keep a Family Calendar

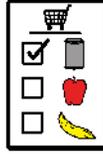
Track everyone's activities on a prominent and accessible calendar, encouraging your child to write their own entries and reference the calendar when making plans. You also might consider checking schedules and updating the calendar as a family over Sunday breakfast.



## Introduce checklists

Whether it's as simple as "3 Things to do before bed" or "What to Take on holiday," creating and referring to lists together will develop your child's ability to strategize tasks and organize his time.





## **Buy your child a planner**

Ask them to help you pick it out or choose one that will appeal to them so they will be excited about using it. Having their own planner will show them you consider their time valuable and encourage them to create a schedule. Be sure to routinely coordinate the information with your family calendar to avoid conflicts.



## **Organize schoolwork**

Make sure your child's keeping notes, homework, hand-outs, and graded assignments in separate folders in a binder. Try to check their school bag nightly and set a time aside each week to go through their binder and get things sorted.

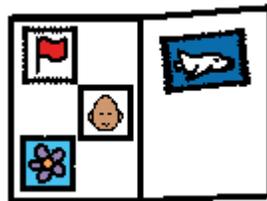
## **Cook together**

Cooking teaches measuring, following directions, sorting ingredients, and managing time — all key elements in organization. Involve your child in meal planning too, challenging them to help you put together a shopping list.



## **Cultivate an interest in collecting**

If your child has a particular interest, encourage him to create and organize the collection. It can even be something free — such as rocks or cancelled stamps — that they can sort, classify, and arrange.



## **Reward and provide support with organizational tasks**

Your child may find organizing a challenge, so help them develop their routine and give them a treat for jobs well done!

## **Establish a homework routine**

Help your child make a "study hour" schedule and set up a comfortable workspace -- whether their room or the kitchen table. Encourage them to stick to the schedule even when they don't have homework (they can read, review notes, or even do a crossword puzzle.)



## **Create a homework supply box**

Fill a box with office supplies and encourage your child to store pens, paper, measurement tools, and a calculator in it so they will have what they need on hand.



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