**Organisation**

**Definition**

People who are organised plan to do their best. They listen carefully and organise their time wisely. Being organised also means that they take care of their things.

**What Organised People Look Like:**

* They have all their school things ready.
* They bring home all the materials needed to do their homework.
* They take all the things they need to school.
* They make sure they listen and understand instructions before beginning a task.
* They get started on a task straight away.
* They keep a neat and tidy bag, desk or room.
* They plan enough time to complete tasks.
* They finish one task completely before beginning another.
* They know what is happening and when.
* They are aware of special events and dates at home and at school.

**What To Say To Encourage Organised Behaviour:**

* Being organised is helping you be successful.
* You planned well to get that done.
* You really focussed on getting that done on time.
* I bet it makes school easier when you have everything ready.
* You are really keeping your things clean and neat.
* I see you are planning your time so you don’t have to rush at the end.
* When you are prepared you do a great job.
* Well done, you have prepared to be successful.

**What To Do To Help Be Organised**

***SETTING GOALS*** – Discussing goals whether they are personal or school based allow your child to plan for their own success and you can encourage and reward their progress.

***PLANNING*** – Helping student to arrange when they will do the things they need to will allow them to be successful. This will also allow for a balance of time between sport, family, personal and homework commitments.