Organization Station

Greetings from your counselors! Click on your counselor's name below to hear her video message:

Mrs. Sherrington (video #1)
Mrs. Sherrington (video #2)
Mrs. Schrauben
Allaire

It is week #3 of learning from home! In order to get the most out of your remote learning experience, it helps to create a daily schedule for yourself and stay organized. It also helps to create a workspace where you can learn the best. Here are some tips and tricks that you and your family may want to try:

1. Create a daily schedule: We all need structure and routine in our lives. It helps us to plan out our day and know what to expect! It helps us learn to be flexible and adjust when things come up that we need to work around. It helps us to set and reach goals, which feels GREAT!!

You can create a daily schedule many ways: on a piece of paper, on a white board or chalkboard, on the computer, or on a wall in your home (Creating an easy daily schedule).

Some things you may want to include in your daily schedule:

Ask yourself?

When will I (do these things)?

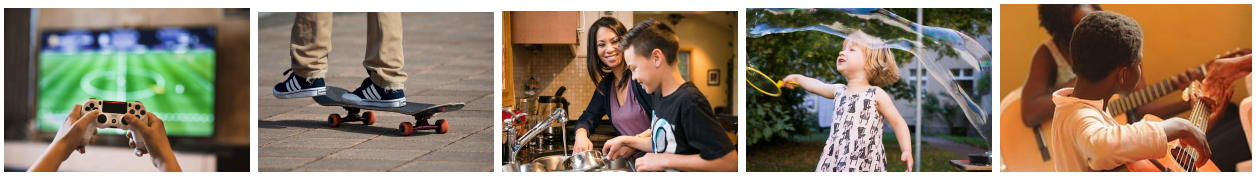
- ***Get up and ready for the day?*** (make bed, get dressed, brush teeth…)
- ***Prepare, eat, and clean up after meals?*** (breakfast, lunch, dinner)

- **Do my schoolwork?** (morning, afternoon, both) How will I take breaks? (move around, get fresh air, have a snack…)
- **Get exercise and spend time outdoors exploring nature?**

- ***Have social time talking/playing with friends or family?*** (either in person or online)
- ***Do chores/family contributions?*** (ways you help with cooking, cleaning, laundry…)

- **Spend time on devices and television?** (screen time) *recommended:
- **Spend time that is screen-free?** (drawing/coloring, dancing, singing, arts/crafts, puzzles, Legos, board games, playing outside…)

- ***Learn new things, like an instrument, a new language on DuoLingo or how to tie your shoes/ride a bike or skateboard…?***



It is important that you talk to your grown-up about what works best for your family. Each family is different and has different needs! There is no right or wrong way to create a daily schedule. The important thing is to have some sort of structure to your day.

2. **Organize your workspace:** Where is the best place to work on schoolwork in your home? This will also look very different for each family. Things to consider when setting up your Workspace:

    - **Consider your learning style:** Do you work better in a quiet place or with others around? With or without music? With bright light or low light? With breaks every few minutes or get it all done at once?
    - **Have your materials ready:** Make sure you have everything you need before you start (examples: pencils, your Chromebook or device, your work, erasers, pencil sharpeners, headphones, etc.)
    - **Be flexible:** Take a break if you feel frustrated (see Pomodoro Technique or Pretzel Up!!) and remember to **be kind** to yourself and others, and **laugh** often - we are all having to find out what works best!



Resource and Ideas links for Families:

News Story on How to Create a Daily Routine for Kids During Quarantine

Create an Easy Daily Schedule for Kids

Expert Advice From a Homeschool Mom of Four

Pomodoro Technique

Pretzel Up!! Before Learning and when taking Brain Breaks


MY DAILY SCHEDULE
ACTIVITY
CHECK WHEN COMPLETE


MY CHORE CHART
NAME
S M T W T F S


FAMILY RULES

Guidelines for *Practical* LIFE SKILLS

2-3 YRS 4-5 YRS

2-3 YRS	4-5 YRS
Help put toys away	Know name, phone # & address
Put clothes in a laundry basket	How to call 911
Put clothes on with help	Brush her teeth and hair with minimal help
Help brush teeth	Choose clothes to wear
	Learn to swim

6-7 YRS 8-9 YRS

6-7 YRS	8-9 YRS
Make a basic meal- sandwich, etc	Brush hair/teeth without being told to
	Read a recipe
Help with cooking (refer to kids cooking chart)	Care for outdoor toys
	Help make a grocery list
Pick up the bathroom	Fold clothes
	Simple sewing
Bathe with minimal help	Count and make change
	Answer the phone properly
Pack a lunch	Take out the trash
	Music lessons (if desired)

10-12 YRS 13-15 YRS

10-12 YRS	13-15 YRS
Stay home alone (refer to chart)	Clean most areas of home
Plan & prepare meals	Perform CPR
Compare pricing	Prepare & cook meals
Purchase items at a store	Deposits & withdrawls at bank
Know how to tie knots	Interviewing skills

16-18 YRS YOUNG ADULT

16-18 YRS	YOUNG ADULT
Fill a car with gas	Make doctor/dentist appt
Change a tire	Know how to pay bills
Read/understand medicine labels & dosage	Balance a checkbook
Fill out a job application/ get a job	Understand contracts- ie for apartment lease
Prepare a resume	Know how to schedule car appointment (oil maintenance)

IMPORTANT LIFE SKILL VALUES

CARING: feel concern for others	INITIATIVE: to do something because it needs to be done
COMMON SENSE: to think things through	INTEGRITY: to act according to what's right & wrong
COOPERATION: to work together towards a common goal	ORGANIZATION: to plan, arrange & implement in an orderly way
COURAGE: the ability to face challenges with confidence	PATIENCE: to wait calmly for something
CURIOSITY: a desire to learn about a wide range of things	PERSERVERANCE: to continue in spite of challenges
EFFORT: try your hardest	PRIDE: satisfaction from doing your personal best
FLEXIBILITY: the ability to alter plans when needed	PROBLEM SOLVING: seek solutions in difficult situations
FRIENDSHIP: to make and keep a friend	RESPONSIBILITY: to be accountable for your actions

WWW.THIRTYHANDMADEDAYS.COM

AGE APPROPRIATE CHORES

2-3 YEARS

- PICK UP TOYS AND BOOKS
- PUT TRASH IN GARBAGE CAN
- PUT LAUNDRY IN HAMPER
- DUST
- PUT AWAY SILVERWARE
- WIPE BASEBOARDS
- FOLD RAGS AND DISHCLOTHS
- PUT CLOTHES IN HAMPER
- PUT CLOTHES AWAY IN DRAWERS

4-6 YEARS

- ALL PREVIOUS CHORES
- TAKE CARE OF PETS
- SET AND CLEAR THE TABLE
- MATCH SOCKS
- PUTTING AWAY GROCERIES
- MAKE BED
- WIPE DOWN DIRTY WALLS
- EMPTY TRASHES
- SWEEP WITH SMALL BROOM

PRINTABLE CHART
AVAILABLE AT
THECRAFTINGCHICKS.COM

7-11 YEARS

- ALL PREVIOUS CHORES
- FOLD LAUNDRY
- SWEEP
- VACUUMING
- TAKE OUT TRASH
- WASH MIRRORS
- MEAL PREP
- TAKE TRASHCAN TO CURB
- WEED FLOWERS / GARDEN
- CLEAN OUT THE CAR
- CLEAN TOILETS
- CLEAN ROOM
- ORGANIZE TOY ROOM
- BRING IN MAIL / NEWSPAPER

12± YEARS

- ALL PREVIOUS CHORES
- MOW LAWN
- BABYSIT SIBLINGS
- WASH WINDOWS
- IRON
- WASH CAR
- COOK SIMPLE MEALS
- LAUNDRY
- MOP FLOORS
- CLEAN BATHROOM
- CLEAN OUT FRIDGE