

July 31-August 3, 9am-11am

Instructor: Dr. Deurlein (See biography below.)

Fee: \$150.00

To Register: [Click Here](#)

Organization 101: Tools that will set you up for success

This class is for 6th-12th graders who need help getting organized, managing their time, and taking responsibility for their own work and schedule. Strategies, tools, and resources will be provided so that students can prepare for an organized year starting on the first day of school.

Session 1: Getting organized

- a. Your backpack
- b. Your homework space and time
- c. Classroom folders and organizational tools
- d. Setting up a home Command Center and storage area

Session 2: Time management

- a. Keeping an agenda
- b. Storing information in your phone
- c. Chunking big assignments
- d. Keeping a family calendar
- e. Using reminder tools
- f. Getting enough sleep
- g. Waking up on time and being on time

Session 3: Class preparation

- a. What to do when you don't have any homework
- b. Annotation when reading
- c. Efficient and smart note taking
- d. Flash cards, study cards
- e. How to review for tests

Session 4: Setting priorities

- a. Prioritizing by due date
- b. Prioritizing by what's important to you
- c. Prioritizing by what's important to others

Supply List

Backpack, different colored folders, a binder with dividers and tabs, index cards, planner/agenda (school-provided), any book from school or home

Dr. Rebecca Deurlein, who has successfully worked with several our CEP students, taught for 22 years and served as Dean, Curriculum Coordinator, and a state curriculum writer. She is the author of the book *Teenagers 101*, which shares insights into parenting teens, and CEO of Teenager Success 101, a path to success tutoring and goal-setting company that works with individual students to help them reach their full potential. Dr. Deurlein's clients show noticeable improvements in grades, work habits, standardized test scores, and college admissions. She believes in starting with students in middle school on a plan for setting and achieving goals. Dr. Deurlein will serve as the upper school College and Career Counselor for our CEP upper school students this coming school year.