

Monday-Wednesday, August 6, 7, 8; 9am-11am
Grades 6-8
Fee: \$150
Instructor: Dr. Deurlein*

Organization 101: Tools to set up for success

This class is for 6th-8th 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. Summer reading discussion and check
- b. Your backpack -see below
- c. Your homework space and time - get up and find a space that looks conducive to getting work done. Look at your space. What drew you to it? What do you need to get the work done? Be honest!
- d. Classroom folders and organizational tools - color coded, if possible to match textbook
- e. Setting up a home Command Center and storage area - high traffic place

Session 2: Time management

- a. Keeping an agenda
- b. Storing information in your phone and using reminders
- c. Chunking big assignments - summer reading, for ex.
- d. Keeping a family calendar - being respectful of other members of the family unit
- e. Using reminder tools
- f. Getting enough sleep
- g. Waking up on time and being on time - alarm across room

Session 3: Class preparation

- a. What to do when you don't have any homework - reviewing notes, remembering chunks, "What can I do today to make tomorrow easier?"
- b. Annotation when reading - books out and let's practice. Color or key coding.
- c. Efficient and smart note taking - Cornell template
- d. Flash cards, study cards
- e. How to review for tests

All sessions: Setting priorities

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

Workshop Supply List

Backpack, different colored folders, a binder with dividers and tabs, index cards, planner/agenda, any book from school or home that you can write in

*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 serves as the upper school College and Career Counselor for our CEP upper school students.

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Organization 101

Student s Name _____

Grade (Fall 2018) _____

You will be billed for the workshop fee of \$150.