Grades 1-4

- Organization can help you feel good. Think about when your bedroom, backpack, or desk is tidy. Draw or write how you feel when you have a clean space.
- Organization helps to put things in order. Think about when you organized your clothes or toys. Describe how you organized your items and how you felt when you were done.
- Organization can help you find the things you need. Think about when you could not find what you were looking for. Tell me about what happened and how you found your item after all.
- Organizing your school bag can help you find what you need. Think about what you have in your bag. Tell me how you pack your bag and how you feel when you forget something important.
- Organization can make packing for a trip easier. Think about the last time you packed a bag for a trip. Write or draw a story about a hero who helps you organize and pack your things for a trip.

Grades 1-4

- Organization can help you when reading. Think about the last time you read a story. Did the story have a beginning, middle, and end? Why is it important to be able to organize what happened in a story?
- Organization can help when you have a project to do. Think about the last project you completed. Describe how you organized your project and what you could have organized better.
- Organization helps you prioritize your tasks. Think about the last time you needed to decide what to do first, second, and last. How did you decide which task to do first? Why?
- Organization helps you know what to do next. Write a letter asking your teacher to teach your classmates about organizational skills and how they help students decide what to do first, second, and last.



Grades 5-8

- Organization is the ability to develop and use systems to keep track of materials and information. Think about the last time that you showed good organization. It could have happened in the classroom or at home. Maybe it was when you organized your papers and homework in your binder or understood how to prioritize your upcoming tasks. Describe your thoughts before and after you used your organization skills. Provide enough details so readers can understand what it was like to be in that situation.
- Remembering everything you need for an assignment can be stressful. Think of a time when you didn't have the materials you needed. Maybe you didn't put your items in your backpack or struggled to find them. Describe your thoughts and the actions you took during this situation. What would you change about your thoughts or actions if you could do it over again? Provide details so readers understand what you were thinking and how you would change your thoughts or actions.
- Organizing your thoughts and ideas for notes can be overwhelming at times. Think of a time when you needed to take notes but struggled to organize them in a usable way. Maybe you highlighted too many words on a page because you didn't understand what was necessary or wrote down what your teacher said word for word because you didn't know what to write. Then, describe in detail how note-taking strategies have helped you organize, identify, and record important pieces of information.

Grades 5-8

Time travel has always captured the imagination of humankind. Think about and select a situation when you wish you had a time machine to change how you used your organizational skills. For example, maybe you lost an assignment or struggled to organize the parts of an upcoming project. Then, write a story about a fictional character who travels back in time to help you use your organizational skills during your situation. Make sure to include enough details so readers understand and follow your story.

Helping another student is a kind way to show that you care. Imagine a classmate who needs help using their organizational skills. Tell me how you would help that student use organization strategies during class. Maybe you could help them by giving reminders or using a special signal. Describe your imagined classmate's actions and how you help them in three different situations.

Organization is important for students to use during class. Organizational skills include developing systems to keep track of materials and information. Explain how your classroom environment would improve if students used more organization and why you think it is difficult for some students to do. Be sure to include specific details to support your explanation.

Grades 5-8

Understanding your strengths and areas for improvement is essential for growth. Think about what areas of organization you do well and what areas you need to work on. Explain how gaining additional organizational skills could help you throughout your lifetime. Provide enough details so that your readers understand how improvement in your organizational skills could help you in the future as a student, employee, or parent.

Executive functions are often overlooked as important skills for students. Organization is one of the most important executive function skills students can use to help them develop systems to keep track of their materials and information. Your teacher does not see value in teaching your class organization skills. Write a letter to your teacher persuading them to teach these skills to your class. Include enough specific details to support your opinion and convince your teacher that your position is correct.



Grades 9-12

Organization is the ability to develop and use systems to keep track of materials and information. Think about the last time that you showed good organization. It could have happened at work, in school, or at home. Maybe it was when you organized your bedroom, prioritized your time, or cleaned your backpack. Describe your thoughts before and after you used your organization skills. Provide enough details so readers can understand what it was like to be in that situation.

Being unprepared is not a good feeling. Think of a time when you did not have the materials needed for a situation. Maybe you needed help finding your work uniform or struggled to find your homework in your bag. Describe your thoughts and the actions you took during this situation. What would you change about your thoughts or actions if you could do it over again? Include details so readers understand your thoughts and how you would change your actions.

Organizing your notes during a lecture can be overwhelming. Think of a time when you needed to take notes on a topic in class but struggled to get it done in an organized way. For example, you highlighted every word in a reading passage or wrote too many notes during a lecture. Describe in detail your thoughts before and after you were able to use note-taking strategies to help you organize, identify, and record important pieces of information.

Grades 9-12

Time travel has always captured the imagination of humankind. Think about and select a situation when you wish you had a time machine to change how you used your organizational skills. For example, you could not find your homework in your disorganized bedroom or did not understand how to prioritize your time. Then, write a story about a fictional character who travels back in time to help you use your organizational skills during your situation. Include details so readers can follow your short story.

Helping another student is a kind way to show that you care. Imagine a classmate who needs help using their organizational skills. Tell me how you would help that student use organization strategies during class. Maybe you can help them by sending a direct message to their phone or using a special hand signal to remind them. Describe your imagined classmate's actions and how you help them in three different situations.

Organization is important for students to use during class. Organizational skills include developing systems to keep track of materials and information. Explain how your classroom environment would improve if students used more organization and why organizational skills are sometimes difficult to use. Be sure to include specific details to support your explanation.

Grades 9-12

Understanding your strengths and areas for improvement is essential for growth. Think about what areas of organization you do well and what areas you need to work on. Explain how gaining additional organizational skills could help you during school. Provide enough details so your readers understand how improving your organizational skills could help you next semester.

Organizational skills are essential for life. Organization includes developing systems to keep track of materials and information. Imagine you have a student in your class who has poor organizational skills. Write a letter to this imaginary student to convince them to improve their organization. Include enough details to support your ideas and convince the reader that learning these skills will help the student succeed.

