

Mastering Learning: Organisation

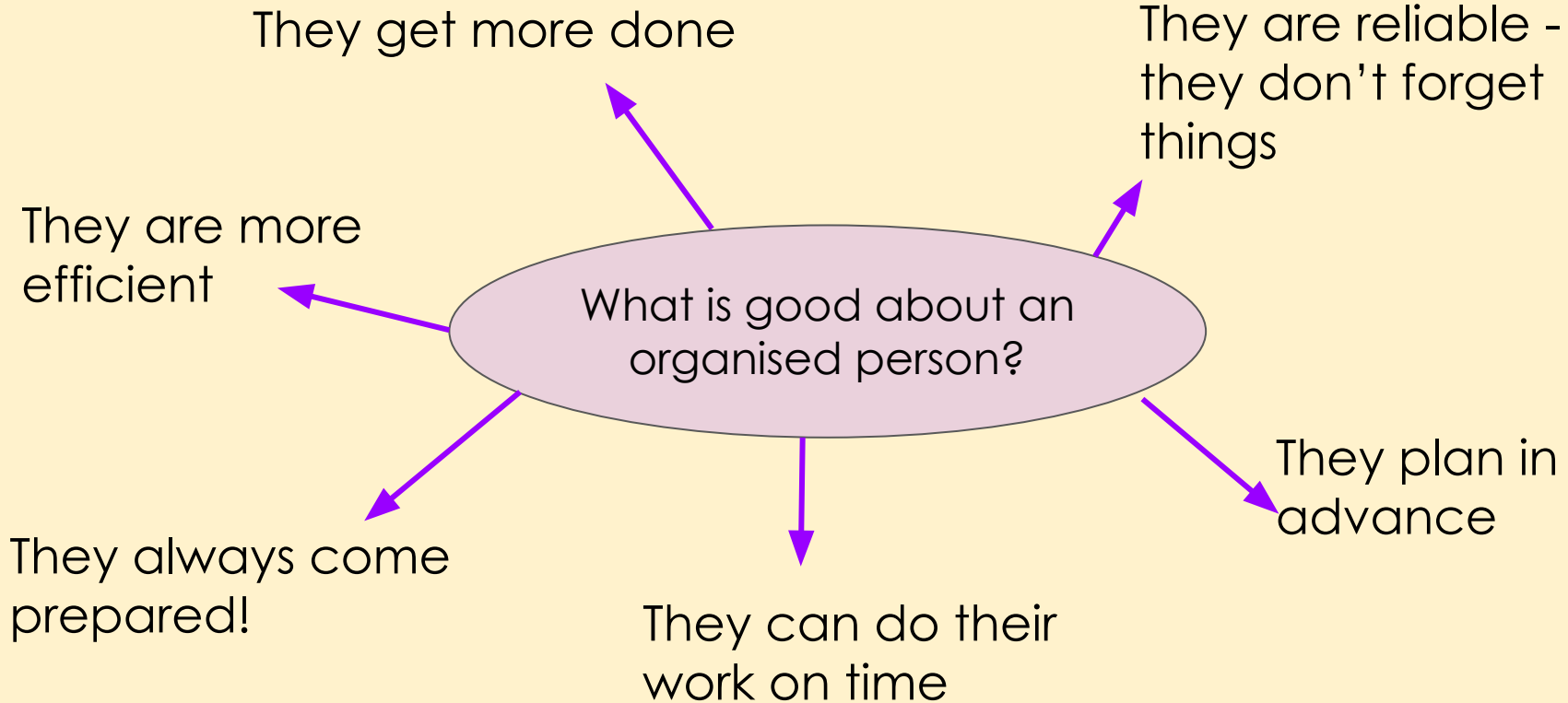
January 2024

DO NOW:

1. Write the title and the date neatly and underline
2. **TASK 1** - Make a spider diagram and work with your partner to write down some ideas:

What is good about
an organised person?

Please share ideas in the chat...



TASK 2 - How will being organised help you...

1. At school / in education?	2. In your life outside of school now?	3. In your future life as a working person?

1. **Make this table** in your book. You will need about half a page.
2. Work with a partner to **add as many ideas as you can** to this table.
3. **Read the three stories** on [your handout](#). As you read, **add more ideas to each column** in the table.

TASK 3 - Responsibility

Discuss these questions as a form:

1. Whose responsibility is it to... and have it ready each morning?
2. Whose responsibility is it to... equipment and books needed for school?
3. Whose responsibility is it to... your homework completed and done to the best of your ability?

Your learning is your responsibility!

Not completing homework, not having the correct uniform or equipment, not coming to school on time - these all impact your learning.

Take responsibility for yourself and your own actions and choices.

Your own responsibility

TASK 4 - What equipment do you need at Northwood?

Complete the wordsearch - you only have 4 minutes!

How many pieces of equipment can you find?

U Z X K B M Q A X O U J E A I J E P H U
C P E N C I L C A S E C L U T E J R P O
Z C R E S I D C S S N H B O L D J O O O
K T A K L W T G Z J I D A T V Y D T M X
A C L O U V B S L F R S T P M X J R K D
E M A V Y Q C T E E Q O E W Q Y O A O I
G A B L O O H C S U B M M C Q F L C O N
D X L B C P T A I R L N I L I A J T B X
F R V I P U R Y E R U G T N F Z E O G U
C Z A E C E L T K E M W U C E N J R N U
C D K O E N A A S R E T H G I L H G I H
I I B Y B W E N T Z O C N P L X L E D N
T U L R K E M P J O V Z D M H C L A A M
F N P E H S T U T P R A H A L N V X E P
M P J L K Z D I K R P S S C S O A H R D
H X U U R I V S H X A A S J G F K F C N
R U J R D N Q D Y W Z P W G N T I L Q N
P E N S L I C N E P G N I R U O L O C U
R L G U K S H W B F Z H E D M N Y H Z O
B Y H C N W A Q C V G D Y J X X O T R A

Name/Form: _____
I didn't find these items:

NORTHWOOD
achievement through support

Organisation at Northwood School

- ARTPENCIL
- GLUESTICK
- PENCILCASE
- READINGBOOK
- TIMETABLE
- WHITEBOARD
- CALCULATOR
- HIGHLIGHTERS
- PENS
- RULER
- UNIFORM
- ERASER
- PEKIT
- PROTRACTOR
- SCHOOLBAG
- WATERBOTTLE

Name/Form: _____

I didn't find these items:

Ruler Schoolbag

ARTPENCIL
GLUESTICK
PENCILCASE
READINGBOOK
TIMETABLE
WHITEBOARD
CALCULATOR
HIGHLIGHTERS
PENS
RULER
UNIFORM
ERASER
PEKIT
PROTRACTOR
SCHOOLBAG
WATERBOTTLE

Org School

Top tips on being organised from an expert...

An interview with Dr Van der Spoel (psychologist).



TASK 5 - As you listen, answer these questions in your book:

1. What are organised people like?
2. What top tips did you hear for being organised?

Did you get all these? Mark your notes and add to them in **green pen!**

1. **Be on time**

- give yourself extra time in the morning
- be on time to EVERY lesson (don't miss the most important bit at the beginning!)
- Do your homework straight away when you get home

2. **Be prepared**

- Be prepared to take responsibility
- Equipment
- Uniform
- Have a checklist, and pack your bag every evening

3. **Be resourceful**

- Use other people in your team (peers, teachers, parents/siblings)
- Ask someone to quiz you as you prepare for a test
- library, the internet - explore new ideas

TASK 6 - Make yourself an organisational checklist

First, let's consider what needs to be on this checklist from 3pm to 8.30am the next day...

What?

When?

After school club → 3-4pm

Get home → 4.30pm

Homework

Dinner

Pack bag for tomorrow

Wake up

Leave for school

Arrive at school

Now it's your turn to add your timings - what works for you?

Make 3 commitments in your book...

How are you going to be more organised in 2024?

In 2024, I will:

1.

2.

3.