



Organization: Suggestions



Organization is one of the eight skill areas identified as being important for students to have in order to be successful leaders in their lives. We believe that these skills can be taught every day in the lessons and activities you provide to your students. Below are suggestions and questions to help facilitate the development of this skill area when you find a lesson plan that is marked as utilizing “organization”.

Suggestions:

- Specifically point out the ways in which the lesson utilizes organization
 - Discuss what type of information they need to organize – reading or writing?
 - Discuss how organizing this information will help them with their task
- If the lesson involves the student reading or listening to someone else’s work:
 - Have them identify how organization helped them
 - Have them practice tracking information and identifying key points
- If the lesson involves the student writing about their own ideas:
 - Have them practice writing them down and structuring their essay before
- Help students think about their physical environment before they start the lesson – is it conducive to learning and efficiency?
- Point out ways that practicing the skill of organization can help build leadership
 - Helps everyone stay on the same page
 - Track your progress and the progress of those helping you
 - Increase productivity and efficiency
- Look at the additional resources for Organization on the imaleaderpa.org website

Questions:

- Organization can look different for everyone. How can you better organize the information in this lesson to help you complete your task?
- Does this lesson require you to organize materials? Thoughts? Both?
- What information will you need to know or provide to complete your task?
- What are the steps you need to take in order to complete your task?
- How can you organize your work to make it more clear for your group-mate?
- How did the person in this story/video use organization to help them succeed?
 - What tips could you use? What would not work for you?