



Fort Hayes OPUS

“...to create expectations of excellence within students through challenging and collaborative learning by blending the arts, academics and career programs.”

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Organization Skills for Students: 7 Practical Tips

Lauren Davis

Whether you're teaching elementary school students or college students, organizational skills are necessary for students of any age in order to be successful. With the right organizational skills, students can achieve their educational goals.

Start with Sorting: It may seem obvious, but sorting alleviates disorganization so that important papers and documents aren't misplaced. Sorting school work into binders and folders is a practical skill to teach students. This skill not only teaches students organization skills but also how to prioritize items.

Use a Checklist: Checklists are instrumental in helping disorganized students get their tasks in order. Preparing a checklist also demonstrates to students how to prioritize tasks. Older students can

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High School Counselors:

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Career Center Office: 7am – 3:30pm

Office ext: 76130 Attendance ext: 76139

Career Center Counselors:

Kanowsky (Health and Performing Arts)

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leverage project management tools for organizing checklists and practice assigning tasks to group members during projects.

Emphasize Brevity: Too many tasks on a to-do list can lead to students putting things off. Have students focus on getting a number of tasks completed within a day, such as only working on four assignments at any given time. By organizing a concise list, students successfully complete their goals.

Leverage School Planners: Being able to know when assignments are due is an important part of being organized. Teach students to stay organized by using a school planner. While it's great to use calendars on smart phones, writing down deadlines actually increases retention. A Psychology Science study found that writing with pen and paper helps to boost your memory more than writing via laptops. School planners also

Airforce Junior ROTC students visit Motts Museum after a 9/11 Remembrance Program. They were able to speak Mr. Motts and New York City Fireman, Lt. Dominick Maggiore.



have the built-in benefit of a calendar that students can leverage to plan out projects and assignments.

Use Visual Tools: A simple way to facilitate organizational skills for students is by using visual reminders. When you use visual reminders, students can easily identify what needs to be done. Stickers and color-coded labels remind students about an important deadline or project to complete. Visual tools not only serve as reminders, but as an easy way to maintain organization in and outside of the classroom. Try handing out color-coded labels at the beginning of the year/quarter/semester. Those labels can be used on folders or binders to organize school work by subject, then use a matching highlighter to indicate upcoming due dates.

Assign “Buddies”: Hold students accountable for developing their organizational skills by assigning them a buddy. In this routine, paired student “buddies” are responsible to remind one another about important deadlines. Older students can also serve as accountability partners and help absent students tackle missed assignments.

Schedule Cleaning Time: When your work area is messy, it's hard to focus. Thus, setting aside time on a weekly or bi-weekly basis to clean is essential for success. Teach your students the importance of scheduling time to clean their workspace and compartments, such as their desks, backpacks, lockers, or cubbies. Jars and cups function as a simple tool to hold pens, markers or pencils.

**BE EXCELLENT.
BE THE EXCEPTION.
BE FORT HAYES.**

**Focused
Organized
Resourceful
Teachable**

**Hard-working
Artistic
Yearlong
Engaged
Scholarly**



Student Spotlight

Jayla Lewis’s eye for design and outside-the-box thinking won her first place in Columbus’s citywide “Cleaner Columbus Litter Mitigation Campaign,” mascot contest in May 2019. Knowing everyone would concentrate on a recycling bin concept, Jayla took another approach. “I thought of something different than everyone else,” she said. Jayla also likes the challenge of a competition.

Her something different and competitive streak turned into Scarlett the Cardinal. Scarlett, sporting a green T-shirt with a silhouette of a person tossing trash into a can is now the city mascot cheerleader for litter initiatives.

“I tried to put each piece of the contest into the design,” Jayla said when explaining what she visualized when she created her prize-snagging state bird. The first place prize of \$1,500 is to be used in support of arts education or environment stability. Jayla’s favorite class is gym and her favorite teacher is Mrs. Rhein.



“To accomplish great things, we must not only act, but also dream; not only plan, but also believe.”

Anatole France, poet



“For every minute spent in organizing, an hour is earned.”
- Benjamin Franklin, inventor



“It takes as much energy to wish as it does to plan.”
- Eleanor Roosevelt, former first lady



“Organizing is what you do before you do something, so that when you do it, it’s not all mixed up.”
- A. A. Milne, author



“Have nothing in your house that you do not know to be useful or believe to be beautiful.”
- William Morris, designer



“Science is organized knowledge. Wisdom is organized life.”
- Immanuel Kant, philosopher

October Events

October 9

Early Release (at 1:00pm)

October 11

School Picture Retakes

Columbus Gay Men’s Chorus 8:00pm and October 12 at 2:00pm & 8:00pm

October 18

Professional Development (no school for students)

October 22

Parent-Teacher Conferences 2:45-6:15pm

October 23

Records Day (no school for students)

October 24

Career Center Music Concert 7:00pm

October 28 through December 13

Smoky Brown and KOJO “Wish you were here” in the Shot Tower Gallery – from the collection of Dr. Roy Gottlieb honoring the artists in what would have been the year of their 100th and 80th birthdays.