

# How to be organised



In primary school I mostly stayed in one classroom. Now that I'm in secondary, there are lots of new subjects like science, art, and geography.

This means there are lots of different classrooms that I need to go to.



To be ready for all my classes I need to get the books for each subject from my locker or bag.

I also need to give myself time to get to the class before the bell goes for the lesson to begin. If I do this I can be calm and ready for each lesson.

Lunch or break time can be a lot of fun. When I'm having fun, I don't feel like stopping what I am doing to get ready for class.

When it is time to get ready for class I...

### OPTION 1

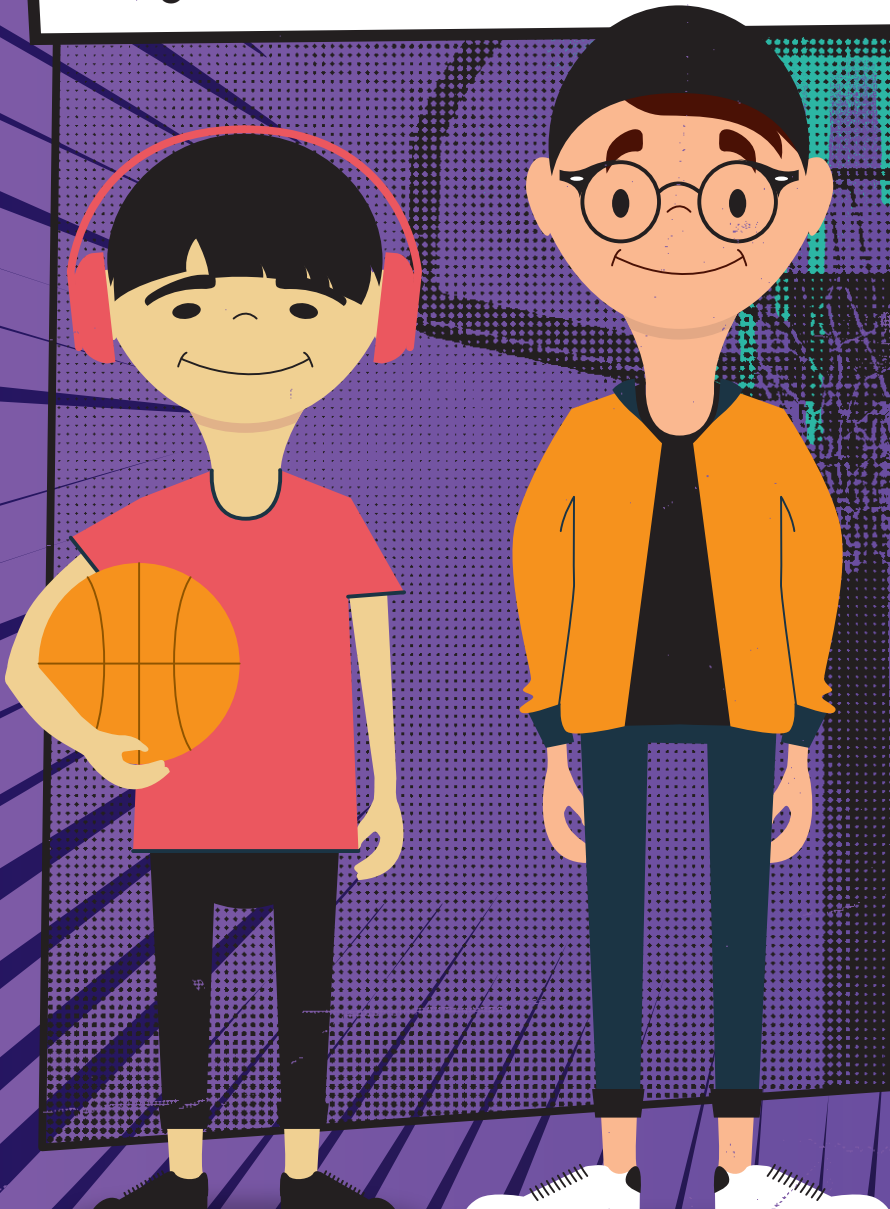
ignore the time and keep doing what I am doing

GO TO PAGE 3

### OPTION 2

head to my locker/bag well before the bell to make sure I have plenty of time to get organised

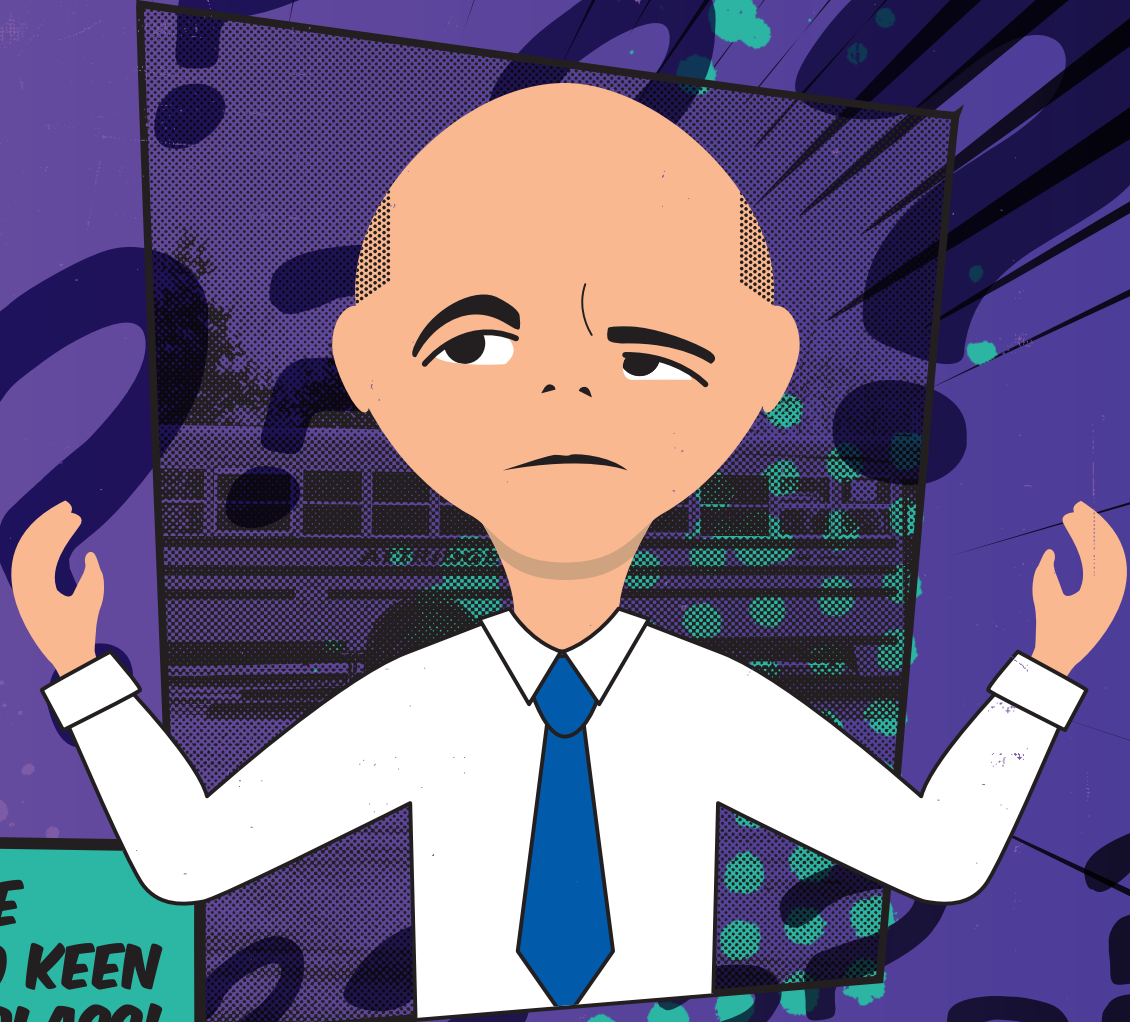
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**I DON'T THINK THE  
TEACHERS ARE SO KEEN  
ON ME SKIPPING CLASS!**

Maybe that wasn't the best idea...



 **OOPS!**

 **NICE!**

Now I can learn cool new things.

I have different classes on different days and can't always remember what is next.

When that happens I...

### OPTION 1

check my timetable to work out what I need to take with me and what room I need to go to. My timetable is printed out and stuck to the inside of my locker or diary so that I can easily check it.

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### OPTION 2

take a guess at what to take with me and where I need to be

GO TO PAGE 6



I know now which books and other stuff I need. I keep each subject's print outs and books in individual folders that are clearly labelled so that they're easy to find.

I grab them from my locker or bag and get ready to go to my class.

When I'm new or I have a new classroom I might not know or remember where that classroom is.

When that happens I...

### OPTION 1

get really frustrated and punch the wall

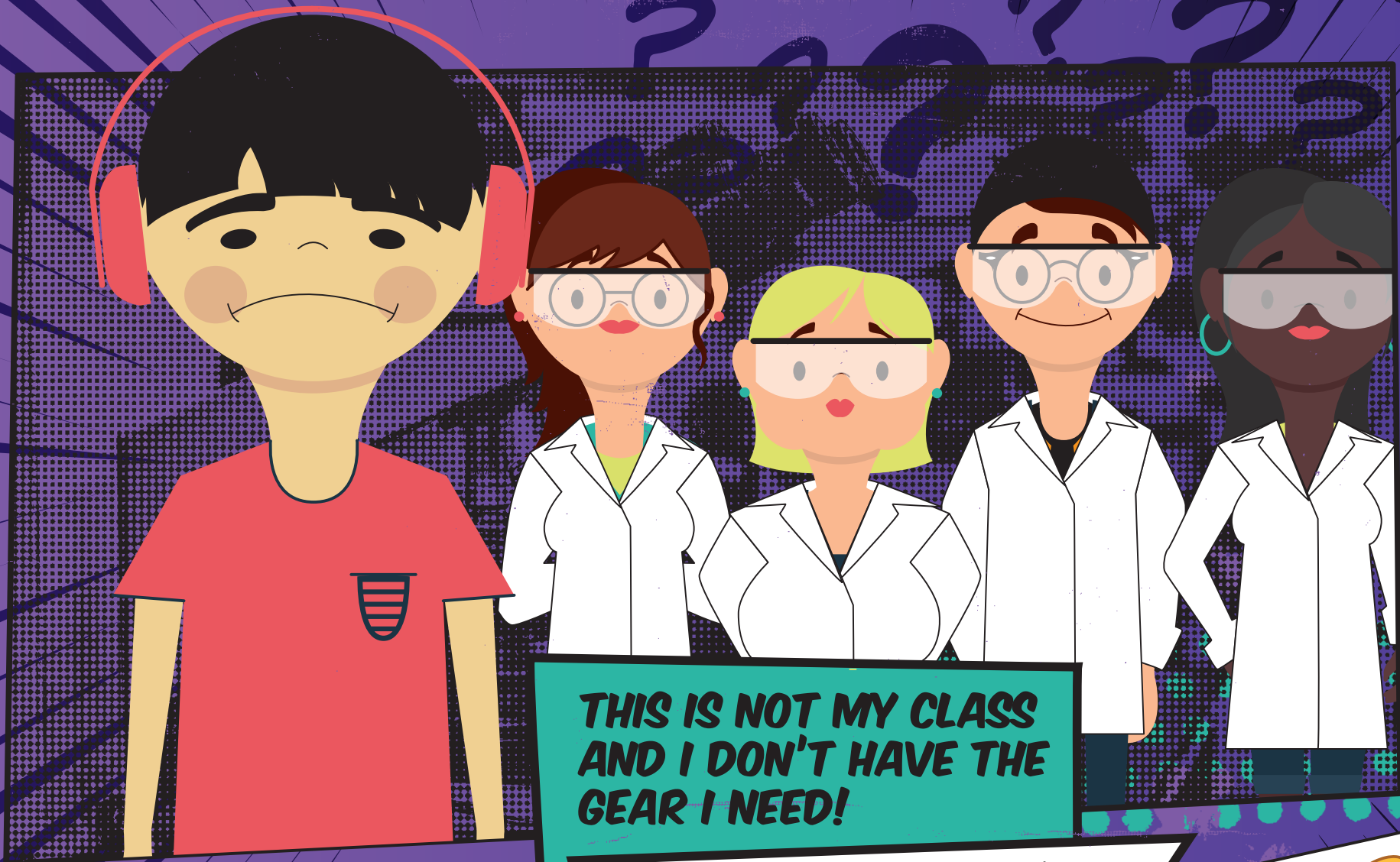
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### OPTION 2

ask another student or teacher for help

GO TO PAGE 8





**THIS IS NOT MY CLASS  
AND I DON'T HAVE THE  
GEAR I NEED!**

Maybe next time I'll look  
at my timetable!!

 **OOPS!**



AARRH!

AARRGGHHH!!!  
OUCH! AARRH!  
AARRH! OUCH!  
OUCH!!!

NOW I HAVE HURT MY  
HAND AND STILL DON'T  
KNOW WHERE MY CLASS

Maybe next time I won't  
punch the wall!



OOPS!





I found my class and have everything I need.  
My teacher is happy when I get to class on  
time and organised.

**PLUS I GET THE SEAT IN THE  
CLASSROOM THAT I WANT!!**

 **NICE!**

At the end of the school day, I can't wait to get home and eat and relax.



Before I leave I....

### OPTION 1

store my books back, grab my bag and yell goodbye to my friends

GO TO PAGE 10

### OPTION 2

store my books away neatly, and check my diary to see what homework I have to complete tonight, then pack my diary and homework into my bag. Then I yell goodbye to my friends

GO TO PAGE 11

Now I'm home and I've got my snack, but...  
I forgot to bring my homework home, AND  
I don't remember if I have sport  
tomorrow or not!



That means I'm not sure  
whether to wear my sports  
uniform or school uniform.

 **OOPS!**



I had everything I needed to get my homework done, and because I have my timetable stuck into my diary I was able to organise what I need for school tomorrow too. Now I can relax and enjoy the rest of my afternoon!

**BEING ORGANISED ISN'T SO HARD AND IT SURE TAKES THE PRESSURE OFF.**

**👍NICE!**

## THINGS I DID TO BE ORGANISED:



1-

Keep all of my materials for each subject in separate folders

2-

Have my timetable printed inside the door of my locker or diary

3-

Have my timetable printed in my diary

4-

Take my diary home each day so I know what to bring to school tomorrow

5-

Give myself enough time to get organised before classes

6-

If I am unsure where a room is, I ask for help

7-

Check my diary before I leave school at the end of the day

## **About this story:**

Secondary school often requires a higher level of organisation skills in students.

This can be challenging for students who may find tasks involving executive functioning (planning, organising and problem solving) difficult, such as students with autism, Attention Deficit/Hyperactivity Disorder, or intellectual disability.

Breaking down how to plan and organise some of the day-to-day tasks may be helpful for these students, and may also alleviate anxiety for students transitioning to secondary school.

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