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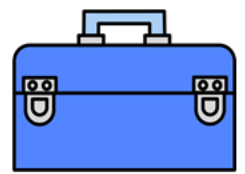
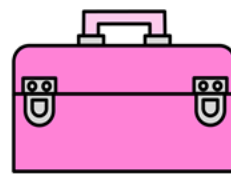
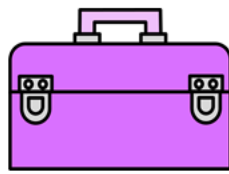
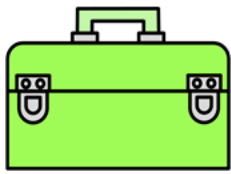
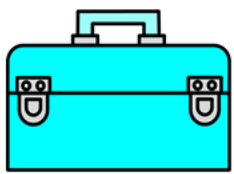


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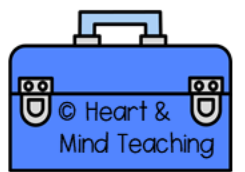
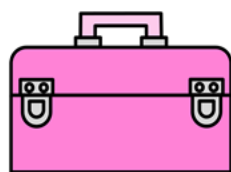
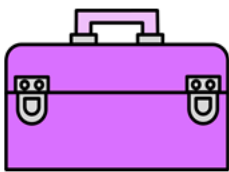
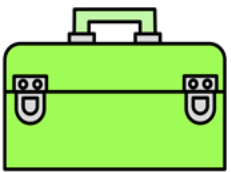
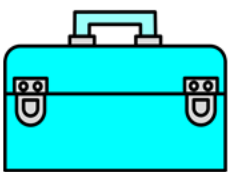
If you have any questions or concerns please email me at:  
[heartandmindteaching@gmail.com](mailto:heartandmindteaching@gmail.com)

♥  
*Ashley*

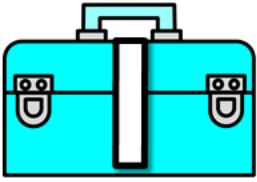


# BEHAVIOR TOOLBOX

## Disorganized



# BEHAVIOR TOOLBOX



## Disorganized

### What it looks like

\*Student's desk and backpack are always a mess, rarely has materials, books, items needed for class.

\*Frequently cannot find homework or classwork.

\*Lacks the motivation to keep things in order.

\*Short attention span, forgets things or tasks.

\*Easily distracted by anything, prefers to be distracted by paying attention to what others are doing instead of focusing on the assigned task.

\*Always has an excuse for his/her disorganization or incomplete work, constantly blames others. Seems to always know what others are doing.

\*Wastes class time and rarely completes an assignment in its entirety.

\*Once off task, takes a long time to get back on task.

\*As a result, the learning process is disrupted, class and teacher can get frustrated and out of sync.

## Disorganized

# BEHAVIOR TOOLBOX



## Disorganized

### What to do

\*Create a daily checklist listing everything that has to be done in a regular school day and when. Have the student check off each one as they complete it. This teaches self-autonomy and helps the child feel successful. Place the checklist on their desk so it cannot get lost. Reward the student for completing some of it at first, and gradually work towards them completing the entire list on their own, with minimal prompting.

\*Color Coordinate subject folders, for example math can be red, social studies blue, science green, etc. That way the student can easily find what they need and where to put their work.

\*When assigning a new task, have the student repeat directions back to you. Briefly outline the specific steps needed to complete the task. Recommend a starting point for them, and suggest what supplies/materials they will need to get started. If it is a long task, break it up into segments.

\*Build a relationship with this student and their parents. Suggest similar organizational supports at home, ex- a checklist for chore completion.

\*Check in with the student frequently, asking them to self-assess their progress with organization. (not assessing achievement, only their organization. You have to fix the disorganization first before you start to see improvements in performance).

\*Use positive reinforcement to encourage completion of small goals, this student needs to feel success even if it's small successes. This will ensure they see the value of staying organized.

## Disorganized

# BEHAVIOR TOOLBOX



## Disorganized

### What NOT to do

\*Do not accept the disorganization or "give in", this will cause an unstructured classroom and can be contagious.

\*Do not create unrealistic goals for this student, start small.

\*Do not be overly tough on expectations of this student regarding assignments. Accepting work that is late or giving work in smaller segments is better than the student shutting down and not completing any work.

\*Do not give this student too many instructions all at once, instead give a short outline and then focus on what they need to do to start the task. Once they are done, praise them and give them the second part of the task, etc.

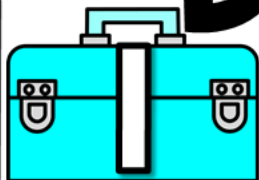
\*Do not scold the student, likely their disorganization is something that is accepted at home and/or what they are used to. Instead, help them slowly change.

\*This student cannot get organized alone, they need assistance from you to do so. You will have to help them create a checklist, and organize their agenda and folders a few times. The end goal being that they will eventually be able to do it on their own.

## Disorganized

# BEHAVIOR TOOLBOX

## Disorganized Quick Guide



### what it looks like

- \*Student's desk and backpack are always a mess, rarely has materials, books, items needed for class.
- \*Frequently cannot find homework or classwork.
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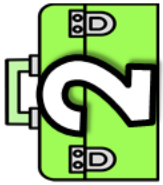
### what to do

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- \*Build a relationship with this student and their parents. Suggest similar organizational supports at home, ex- a checklist for chore completion.
- \*Check in with the student frequently, asking them to self-assess their progress with organization.
- \*Use positive reinforcement to encourage completion of small goals.



### what NOT to do

- \*Do not accept the disorganization or "give in".
- \*Do not create unrealistic goals for this student, start small.
- \*Do not be overly tough on expectations of this student regarding assignments.
- \*Do not give this student too many instructions all at once.
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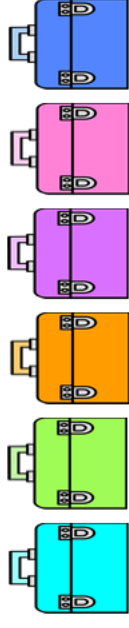
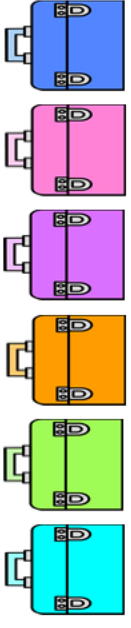
### What to do (Cont.)

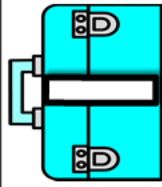
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"A change in  
behavior  
begins with a  
change in  
the heart."

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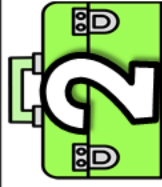




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(Continues on the flap)



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**Collab**  
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# THANK YOU

FOR SUPPORTING MY LITTLE SHOP.

Hi there! I'm Ashley- a School Counselor, curriculum developer, blogger, and mama to two young boys. I have a passion for creating fun and engaging resources for Counseling and Social Emotional Learning.

## LET'S BE FRIENDS

Ashley

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