

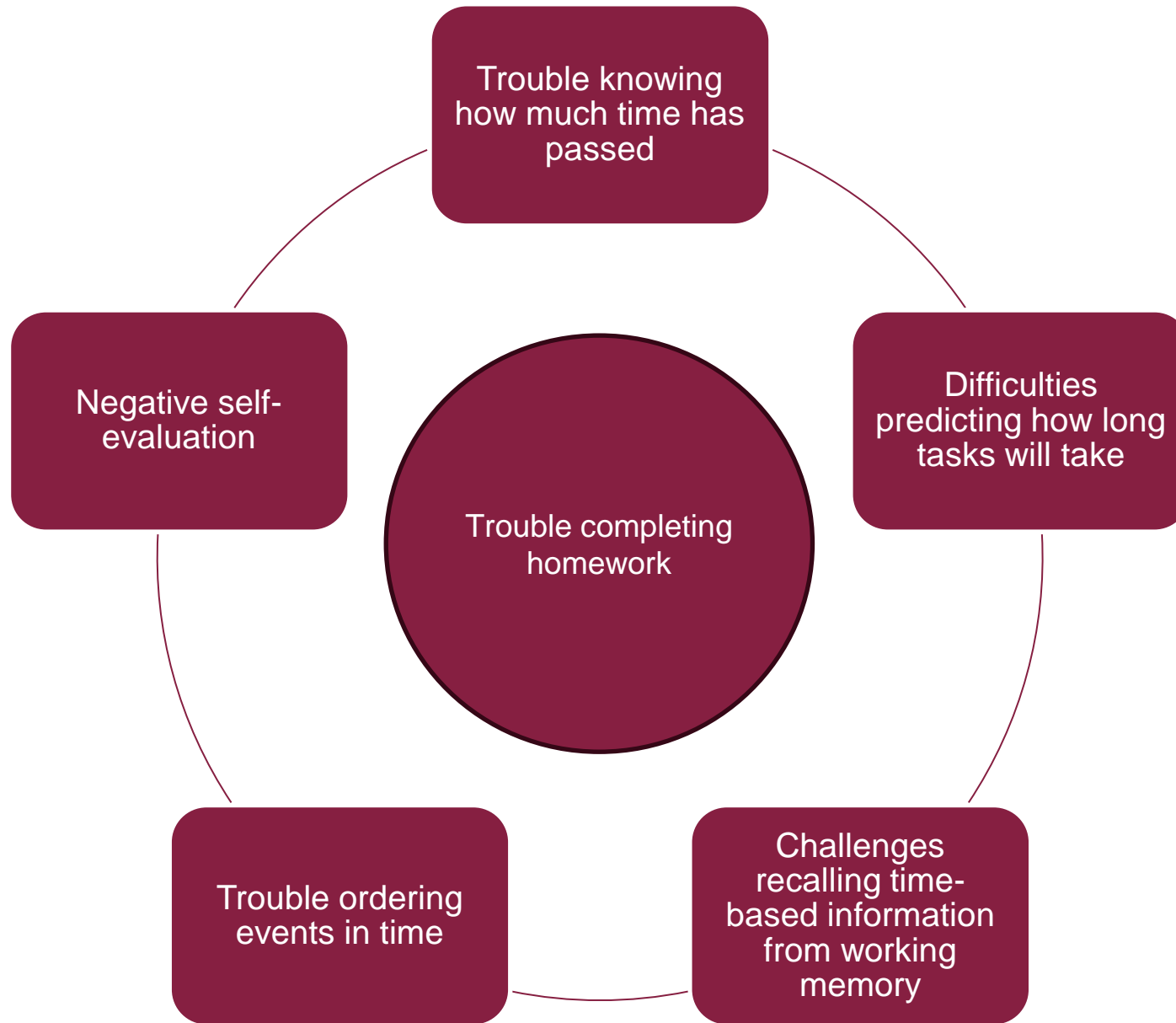
Organization, Time Management, and Planning Strategies to Get Your Child's Homework on Track

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When did you learn organization, time management,
and planning skills?



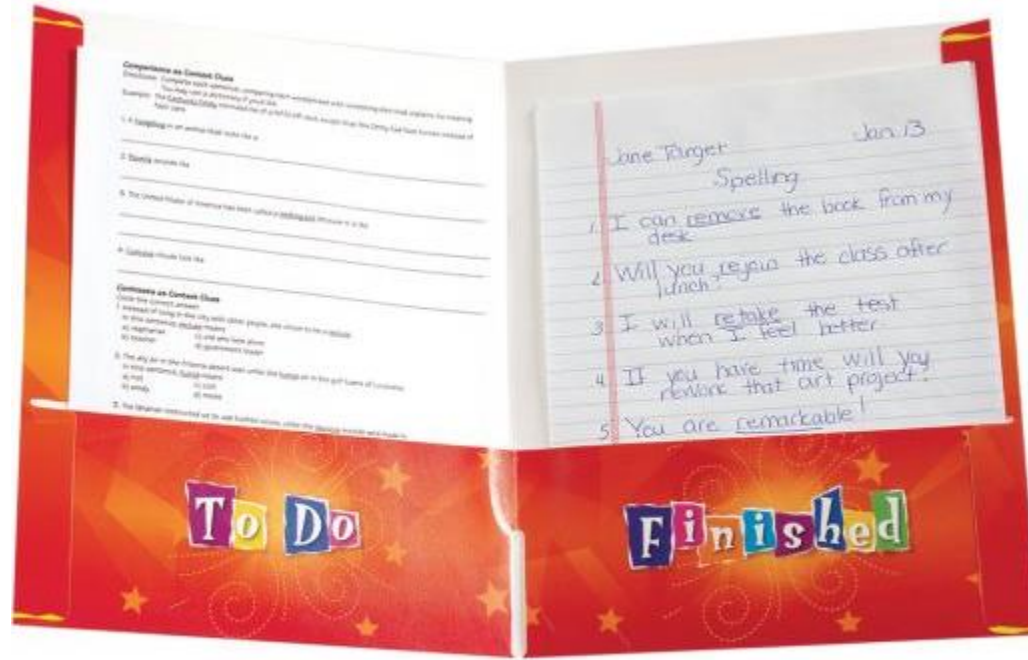
The Homework Completion Cycle

What steps does your child
need to take to turn in a
homework assignment?

Organization

Two-Pocket Folder

- **Left Side:** Homework to be taken home
- **Right Side:** Completed homework to be returned to school



Binder Organization Systems

- **Accordion Binder**
- **One Large 3-Hole Binder**
- **Small 1-Inch Binders Per Subject**

Accordion Binder



- First 2 pockets are homework “to do” and homework “hand in”
- Have 1 tab per subject
- Have a spot for a planner and a zipper pouch with pens and pencils

One Large or Multiple Small 3-Ring Binders



- One large 3-ring binder best for students who struggle with organization
- One-stop shop for all materials (e.g., writing utensils, 3-hole punch, homework folder)
- Color coding with tabs or smaller binders and notebooks can help

Putting It All Together

Coach and Model Cleaning Out Binder/Backpack

Do this daily with larger organizational checks weekly



Reinforce to Help with Motivation

May need to use a point/reward system at first



Revise as Needed

Problem solve with child and teacher to figure out what will work



Post Visual Reminders

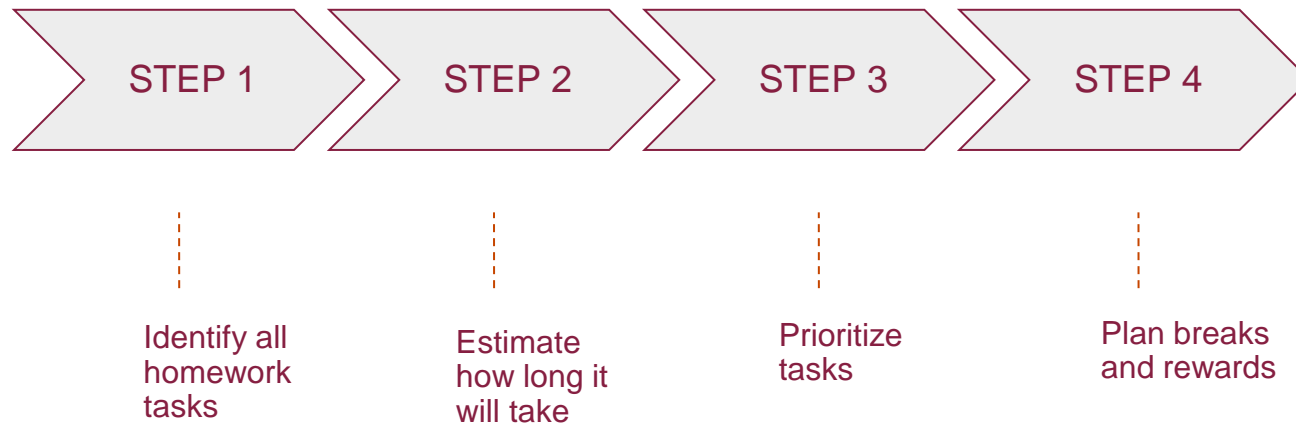
Paper or notecard with reminders of steps/locations, verbal prompt from teacher, or buddy system



Planning

Create a Homework Plan

Collaboratively developing and writing down a daily homework plan helps instill planning skills



1. What tasks are due soonest?

Order	Homework task	How long will it take?	Adult initials
	Tests/quizzes to study for		
	Long-term projects to work on		
	Online learning to complete		
	Reading to do		

2. What tasks are easiest to get started on?

3. What tasks are worth a lot of my grade?

Putting It All Together

Estimate The Time Required

Help your child with time perception and planning by estimating how long tasks may take



Prioritize the Tasks

Prioritize tasks based on due dates, grade value, and child's confidence



Identify Tasks to be Completed

Collaboratively identify and write-down both long- and short-term homework tasks



Revise as Needed

Problem solve with child and teacher to figure out what will work



Time Management



BIG TASK
Write an essay



SMALLER TASK
Write the first sentence of the first paragraph

SMALL TASK
Write the first paragraph





BIG TASK

Finish your homework



SMALLER TASK

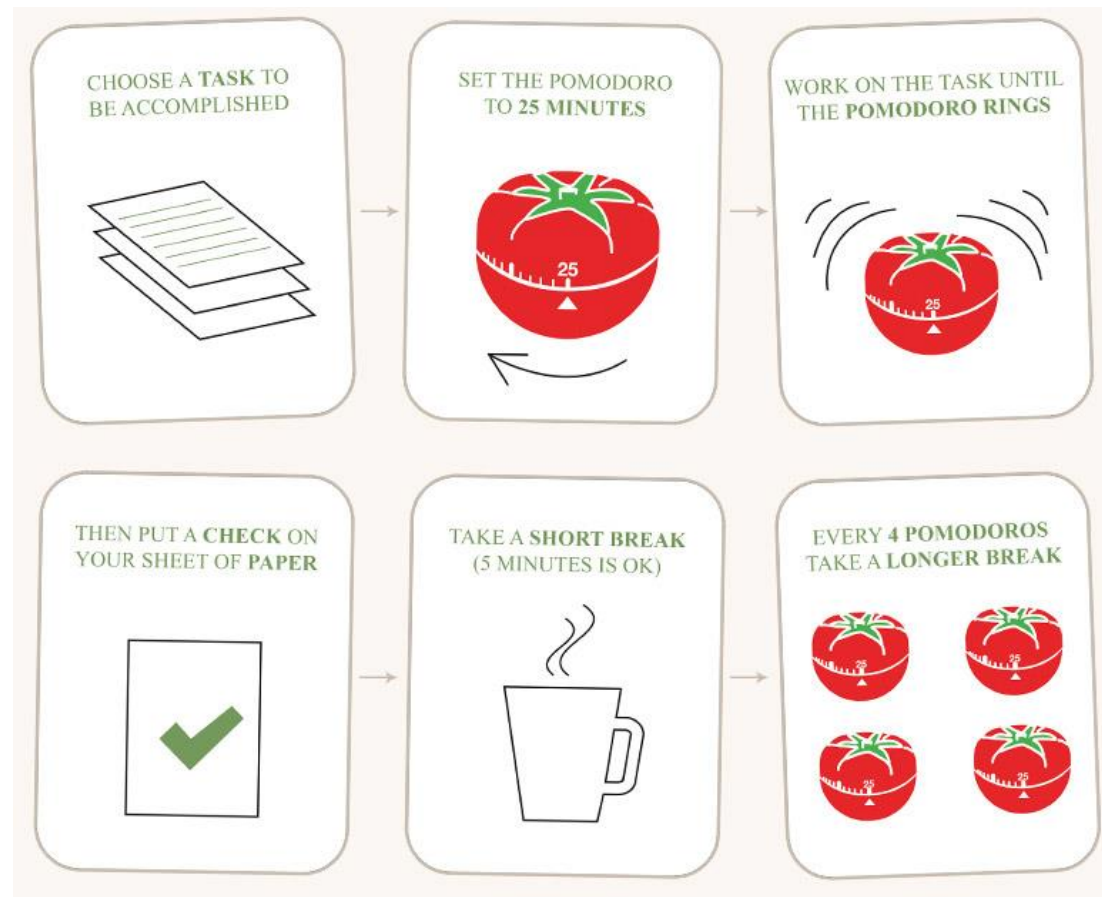
Work on your math homework for 5 minutes

SMALL TASK

Finish your math homework



Use a Timer for Both Work and Breaks



Visual timers help with time perception

Putting It All Together

Child engages in the task

Even the tiniest steps are still progress



Breaks

Take timed, brief, enjoyable breaks



Praise, and start again

Provide praise for small task completion to help motivate your child to continue



Break down tasks to manageable steps

Engage your child in this process. Break tasks down until they feel manageable. Tasks may be time-based.



Healthy Homework Habits



Establish clear expectations around homework

- Know how homework and exam information will be communicated
- Know how much time teachers expect homework to take each night
- Establish a routine for when and where child completes homework and try to keep as consistent as possible

The image displays two forms for tracking homework. The left form is titled 'DAILY HOMEWORK' and includes a 'TODAY'S DATE:' field. It features a 'TO DO:' section with five rows, each containing a 'SUBJECT:' label, a line for the assignment, and a column of five checkboxes. Below this is a 'NOTES:' section with a line for writing. At the bottom, there is a checkbox labeled 'ALL HOMEWORK COMPLETED'. The right form is titled 'WEEKLY HOMEWORK CHECKLIST' and is organized by day of the week (MONDAY through FRIDAY). Each day has a vertical column of checkboxes. To the right of these columns are three horizontal columns labeled 'SUBJECT', 'ASSIGNMENT', and 'DUE DATE', with a final column of checkboxes for completion.



Have a conducive and supportive homework completion environment

- Have a work space with minimal distraction

- Be available to get your child started and provide encouragement throughout

- Review homework with your child when finished



Resources



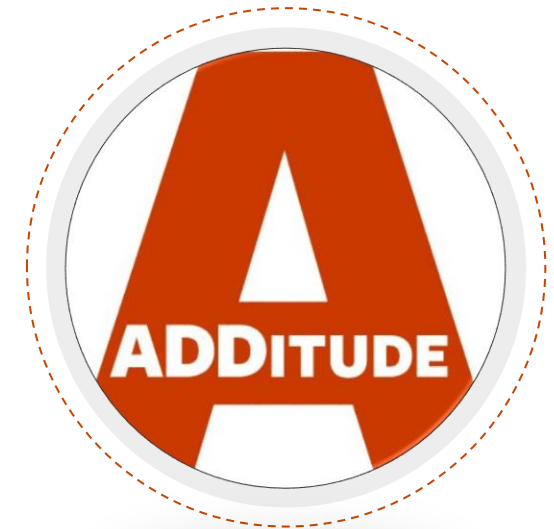
chadd.org/stroud-umdadhdtools/

These videos were developed by the University of Maryland ADHD Program in partnership with CHADD. They are funded by the Stroud Foundation.



understood.org

Lots of great resources for parents with articles on related topics



School Organization Tips for ADHD/LD Students from ADDitude's Experts

additudemag.com/download/school-organization-tips-for-children-with-adhd-and-learning-disabilities/

Questions?

Remember: This is a team effort, and that communication and consistency are key!

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