

# Lesson Plan: The Organization Expert's Workshop

## Materials Needed:

- Planner
- Scissors
- Pencils
- Markers
- Book bin
- Erasers
- Notebooks
- Folder
- Pencil case
- Desk organizer
- Binder
- Optional: Fun stickers or label maker for decorating

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## Learning Objectives (Your Mission, Should You Choose to Accept It!)

By the end of this lesson, the student will be able to:

- Sort and categorize school supplies for efficient use.
- Set up a functional and personalized workspace.
- Explain the purpose of different organizational tools (e.g., binder vs. folder).
- Create a simple weekly schedule in their planner to prepare for lessons.

## Lesson Activities

### Part 1: The Great Supply Sort (Warm-Up - 10 minutes)

**Goal:** To group all supplies into logical categories.

1. Spread all the school supplies out on the floor or a large table.
2. Ask the student: "If you were getting ready for an art project, what things would you need? Let's put all the 'coloring things' together." Guide them to create a pile for markers.
3. Continue this process with guiding questions:
  - "Where are all the 'writing things'?" (Pencils, erasers)
  - "What about the 'paper things'?" (Notebooks, folder, binder)
  - "Which things are used for 'holding other things'?" (Pencil case, desk organizer, book bin)
4. By the end, you should have several distinct groups of supplies. This is the first step to becoming an Organization Expert!

### Part 2: Building Your Command Center (Main Activity - 25 minutes)

**Goal:** To create a perfectly organized desk space where everything has a home.

1. **The Desk Organizer:**
  - **Teacher says:** "This is your desk organizer. Its job is to hold the things you use most

often so they are easy to grab. What do you think should go in here?"

- **Student does:** The student decides which supplies (like pencils, scissors, a favorite marker) go into the desk organizer. Help them place the items in the different compartments.

## 2. The Pencil Case:

- **Teacher says:** "A pencil case is for supplies you might take with you, or for extra supplies you don't need every single second. Let's fill this with your backup writing and coloring tools."
- **Student does:** The student fills the pencil case with extra pencils, erasers, and the markers that don't fit in the desk organizer.

## 3. The Binder & Folder System:

- **Teacher says:** "A folder is great for holding papers for today's lesson. A binder is for storing important papers you want to keep all year. Let's label this folder 'Today's Work' and put the binder aside for finished projects."
- **Student does:** The student can write "Today's Work" on the folder tab.

## 4. The Book Bin & Notebooks:

- **Teacher says:** "The book bin keeps all your books and notebooks standing up neatly. Let's put your notebooks and the 'Today's Work' folder in here so they are ready for you."
- **Student does:** The student arranges the notebooks and folder inside the book bin and places it on or near their desk.

# Part 3: Planning Your Week (Application - 15 minutes)

**Goal:** To learn how a planner helps you know what's coming next.

1. Open the planner to the current week.
2. **Teacher says:** "A planner is like a map for your week. It tells you what you need to do each day so you don't forget. Let's plan out tomorrow."
3. Together, write down 2-3 simple tasks for the next day. Use simple language. For example:
  - **Monday:** Reading Time, Math Fun, Art Project
4. **Student does:** The student writes the activities in the planner. Encourage them to use different colored markers or add a small sticker next to a subject they are excited about.
5. Ask the student: "Looking at the plan for tomorrow, what supplies will you need from your new Command Center?" This connects the plan to their organized space.

# Measuring Success (Mission Debrief)

Assess understanding through a fun, interactive check-in.

- **Desk Tour:** Ask the student to give you a tour of their new workspace. Ask questions like: "Show me where you would find a pencil." "Why did you decide to put the notebooks in the book bin?" "What is this folder for?"
- **Planner Check:** At the beginning of the next lesson, ask the student: "What does our planner say we are doing first today?"
- The primary assessment is the successfully organized desk and the student's ability to use it independently over the next few days.

# Differentiation (Side Quests for Experts)

- **For Extra Support:** Create simple picture labels together for the desk organizer compartments, book bin, and folder. Use a checklist with pictures for the "Building Your Command Center" activity so the student can check off each step as they complete it.
- **For an Extra Challenge:** Have the student design and create their own custom labels for everything. Ask them to create sections in their binder with dividers (e.g., "Math," "Reading,"

"Finished Art"). Challenge them to plan out the entire week in their planner, including breaks and fun activities.