

Supporting Organisation Skills for School

A great way for you to be involved is to help your children with skills and strategies they need to be organised for secondary school.

The restructuring going on in the brain during the adolescent years involves the area of the brain that controls executive functioning, which includes planning, reasoning, organisation and thinking before we act. Executive functioning skills are the processes in our brains that help us accomplish our daily tasks. They include the ability to organise materials, prioritise work, stay focused during activities, and persevere through challenges. These skills are all important in the daily life of an adolescent in secondary school.

Although they will learn many new strategies and skills to build their executive functioning skills in school, there are things that fathers can do to support this development at home as well. You may also find that this is a great way for you to engage with your child and give them skills that not only help them with school but life in general and for the workplace later in life. These skills will be particularly helpful as they reach year 11 and 12.



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Top Tips for Dads

- **Create their study space together.** Find a well-lit, comfortable, and quiet space and add the necessary supplies plus Wi-Fi access if possible.
- **Establish study time routines.** Young people do better with routines. So set a start, finish and break time – establishing regular habits and routines lessens the likelihood of conflict as it just what we do each day.
- **Establish an online agreement for screen time.** Meet together and write up a family agreement for screen time. How much time, plus when, where and how they can use their technology. When you create an agreement together it can reduce the likelihood of conflict later, plus it can always be revisited and revised.
- **Help your child organise their equipment and belongings.** Review together what they need to be organised. Does everything have a place to be put away and easily accessed? How could they have storage? Is it being used well?
- **Support organisation of equipment for school each day.** Put a copy of their timetable and activity calendar somewhere visible (fridge) and encourage them to pack their equipment each night according to what they need the next day.
- **Encourage them to find new ways to be organised.** Using their phones as alarms, for compiling lists, for reminders. Using electronic calendars for organising their weekly schedule of activities, setting and using reminders to make sure they start and finish homework and assignments on time.
- **Talk about how organisation skills can help in adult life.** Examples could be filing systems for household bills and documents, schedules and calendars for work and jobs, organisation and labelling systems of computer files or storage systems for tools.



Wellbeing Check

Stress can have a big impact on our lives and our connections with our family. This can be a good opportunity for you to reflect on your own organisation skills and strategies. Try exploring and learning new strategies and skills that could help you to prevent and reduce your own work or life stress levels.

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