**Transition from 8th to 9th**

**Preparing Students for High School**

**Lesson Plan 2**

**GETTING ORGANIZED**

**Description**: Students will recognize that self-organization results in better grades and higher achievement.

**Objectives**: Students will be able to:

* Communicate in writing a cause and effect relationship between personal organization skills and effective learning.
* Create a plan to develop better organizational skills.

**Instructional Time:** Approximately 45 mins.

**Preparation/Instructional Materials:**

* Poster board, markers, or overhead/acetate to record answers.
* Handout: How Organized Are You?
* Handout: Time Management Tips
* Handout: Cause and Effects of Being Organized. Note that there are four (4) different cause and effects handouts.
* Handout: Plan for Self-Organization.

**Springboard Activity**

**Read the following:**

How many students know who Shawn Corey Carter (a.k.a Jay-Z) is? How does Jay-Z make a living (Record producer, clothing producers, Sports agency, restaurant owner) are some responses

**Read the following scenario:**

Jay-Z scheduled to record an album with \_\_\_\_\_\_\_\_\_\_ (ask kids favorite music artists are at least 3 write on board) at 3:30 in the afternoon. The recording studio chargers $23,000 per hour to use the facilities and the sound equipment. Artist 1 arrived at the studio on time ready to record. At the same time Artist 2 & 3 walked through the door.

Jay-Z realized he also booked Artist 2 & 3 at the same time. This is the third time this month Jay-Z has overbooked the recording studio. How much money did he lose today? ($46,000) How much money did he lose this month ($138,000)

**Discussion:**

Ask the students what he could have done to prevent this overbooking. Ask students to volunteer to share their answers.

Explain that just as Jay-Z needs to be organized in order to succeed in his life, students need to be well organized in order to be successful.

**Core Activities:**

1. Ask students to generate ways that they are well-organized and record answers on the board
2. Distribute Handout**:** How Organized Are You? Read aloud the directions and allow five minutes for students to complete the inventory.
3. Instruct students to determine a personal score by adding up the numbers they have circled. Ask volunteers to share how this information helps them identify areas to improve.
4. Handout: Time Management Sheet. Discuss with students that good time management skills helps to stay organized.
5. Review the concept of cause and effect with students. Explain that cause and effects can have both positive and negative. (Example: If you always do your homework, you will get a better class grade. If you do not do your homework regularly, the effect could be a lower class grade.) Ask students to generate cause and effects relationships that generate positive and/or negative results.
6. Explain to students that being organized directly affects how well they do in school and other areas of life. There is a direct cause and effect relationship between personal organization and school success.
7. Place students in cooperative groups of two (2) to three (3) students. Each group will be directed to complete one of the Handouts: Cause and Effects of Being Organized. (There will be four (4) different handouts so that several concepts are covered.) Instruct students to read the causes and generate two (2) effects for each cause in their groups.
8. Have groups share by reading their causes and effects.
9. Instruct students to return to their individual seats. **Distribute the Handout:** My Plan for Self-Organization. Explain that they will create a personal plan of things to help them become better organized. Instruct students to use the Handout: How Organized Are You? in order to generate responses.
10. The Handout: My Plan for Getting It Together and the Handout: How Organized Are You? will be shared with parents and returned to the school counselor for a treat.

**Assessment:** Each student will create a plan to become better organized. The plan will be assessed by their school guidance counselor and/or the classroom teacher.

Follow-up Activities/Home Learning/Parent: To reinforce positive behaviors and habits that will result in a more successful high school experience:

* The parents will review the student’s plan to become better organized, sign the plan, and remind the student to return the plan to his/her school guidance counselor.

**How Organized Are You?**

**This is a survey to see how organized you are.**

Circle 1 if the statement is never true.

Circle 2 if the statement is sometimes true.

Circle 3 if the statement is often true.

Circle 4 is the statement is always true.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | I check my supplies the night before school. | 1 | 2 | 3 | 4 |
| 2 | I have a quiet place to study at home | 1 | 2 | 3 | 4 |
| 3 | I bring everything I need at home from school. | 1 | 2 | 3 | 4 |
| 4 | I check to be sure I have my assignments before the end of the class | 1 | 2 | 3 | 4 |
| 5 | I check to make sure I have the right class work before going home. | 1 | 2 | 3 | 4 |
| 6 | I have the phone number or email of one classmate in each of my classes. | 1 | 2 | 3 | 4 |
| 7 | At the beginning of each week, I think about what I need to accomplish. | 1 | 2 | 3 | 4 |
| 8 | I clean out my backpack at least twice per month | 1 | 2 | 3 | 4 |
| 9 | I have a notebook or folder for each class. | 1 | 2 | 3 | 4 |
| 10 | I always have an extra pencil or pen in my backpack. | 1 | 2 | 3 | 4 |
| 11 | When I have a major project due, I mark tasks to be completed on a calendar. | 1 | 2 | 3 | 4 |
| 12 | I have a ruler, pencil sharpener or extra lead for my mechanical pencil in my backpack. | 1 | 2 | 3 | 4 |
| 13 | I have a daily planner where I can write down my assignments everyday | 1 | 2 | 3 | 4 |
| 14 | I check my teachers weebly’s at least once a week | 1 | 2 | 3 | 4 |
| 15 | I check my planner frequently. | 1 | 2 | 3 | 4 |
| 16 | I check my backpack in the morning before I leave form home to make sure I have my completed assignments that are due. | 1 | 2 | 3 | 4 |
| 17 | The papers in my notebooks are neat and orderly | 1 | 2 | 3 | 4 |
| 18 | I get supplies before they run out (like paper) | 1 | 2 | 3 | 4 |
| 19 | I have homework ready the day it is due | 1 | 2 | 3 | 4 |
| 20 | I study on a regular basis | 1 | 2 | 3 | 4 |

Add up your points: \_\_\_\_\_

70-80: You are totally organized and ready to learn!

50-69: Just a few areas that need to improve!

30-49: Improvement is needed.

Below 30: Help is definitely required!