

Get Organized Quiz



Test your mentee's organizational knowledge and discuss these helpful tips to succeed

1. What is a “realistic” goal?

A realistic goal is achievable and can be accomplished in a reasonable amount of time.

Talk with your mentee about setting **realistic** goals for school. Brainstorm with your mentee two possible short term school-related goals he/she can achieve in one or two weeks, using the following framework:

• Goal	(Example: raise the score on my math quiz this week)
• Who is involved?	(my caregiver, who helps me study; my mentor, who encourages me)
• Date to be accomplished	(Choose a reasonable, achievable date.)
• How I will celebrate	(Mentee decides on a reward if achieved. (Example: a favorite card game with my mentor)

2. True or False: Sleep is very important, so you want to get as much as you can. Set your clock in the morning for a time that will allow you just enough time to put your clothes on and go.

False

Don't rush. Wake up early enough for school to arrive well ahead of time. If you need 30 minutes to get up and get ready, pad that time by waking up at least 45 minutes prior to your departure time. To ensure you don't turn off your alarm clock and go back to sleep, place it at the far end of your room. This way, you actually have to get out of bed to turn it off and you're most likely to stay up. Get the sleep you need by going to bed on time.



3. True or False: When completing your homework, do the easiest first to get it done quickly, and then move on to the more difficult.

False

Eat your broccoli first. Imagine eating your dessert before your broccoli. What would be left for you to look forward to? Just the same, do your homework for your most difficult subjects first. Then, everything else will be a breeze and therefore, more enjoyable.

On the other hand, test-taking like STAAR is a different matter. Experts say that if the directions allow you to skip around, do first the items you know.

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4. What is the best plan to tackle your homework?

- A. Break up your study time into manageable pieces.
- B. Schedule consistent study times and stick to them daily.
- C. Break down big tasks into smaller, manageable pieces.

All of the above.

Break it up. Determine how many study hours you need, and schedule study time in your planner. For example, if you need six hours of time to study for a test, you may break that time up into six sessions of one hour each.

Schedule consistent study times. Set aside time every day for study, and make it consistent. For example, set your study time for each afternoon from 4:00p.m. to 6:00p.m. Whatever you do, avoid last minute studying and cramming which just add to stress.

Break it down. Break up big tasks into smaller, bite-sized jobs. For instance, if you have to study three chapters in your history book, study one chapter at a time each day. If you have to work on a project, break it down into three or four stages.

5. True or false: It is helpful to have several different calendars to consult throughout the day, in your locker, in your planner and at home.

False

Use one calendar to plan all of your school and personal activities, rather than two or more. Heed the old proverb: *A man who wears two watches never knows the correct time.*

More helpful organizational tips:

Use a good student planner or organizer. The ones that have pocket folders, dividers and planning calendars are ideal.



- Always spend a few minutes per day preparing your "To Do" list for tomorrow.
- In doing so, you will know exactly what tasks you have to accomplish the next day.

When you learn of an upcoming test, event, or anything you must prepare for or attend, immediately jot it into your planner. Don't wait for later, or you may forget about it.

Invite a family member or classmate to get organized with you.
Teach them what you have learned and share your organizational tips.