# Organizing the Disorganized Child

**Amy Kelton and Debbie Edwards, Shelton School, Dallas, Texas**

**2013 AMS Annual Conference, Orlando, Florida**

## Cornell Note-taking Guide – Organizing the Disorganized Child

| Key Word or Term | Definition/details |
|---|---|
| The disorganized child has trouble with: | 1. Organizing materials & space<br>2. Becomes overwhelmed with sequential steps<br>3. Difficulty with memory for sequential steps<br>4. Maintaining concentration & focus<br>5. Keeping track of materials & papers<br>6. Getting started<br>7. Directionality in work<br>8. Passing & estimation of time |
| The Reason: | Over the past 20 years, there has been extensive research examining the pre-frontal cortex of the brain and its regulation of mental functions related to self-control and goal directed actions<br>These functions are categorized and referred to in medical text as Executive Functions(EF). |

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| Executive functions include: | 1. goal directed action<br>2. Inhibition & resistance to distraction<br>3. Problem solving & strategy development<br>4. Shifting of actions when needed to complete tasks<br>5. Persistence toward attaining a goal<br>6. Self awareness & monitoring |
| * | Most children, adolescents & adults with ADHD report these 6 clusters as chronic, to a greater degree than those without ADHD. |
| Facilitating Organization: Montessori environment provides the structure & materials to develop: | 1. organization<br>2. focus<br>3. attention<br>4. concentration<br>5. discipline<br>6. coordination |
| Organizing Materials & Space | 1. Model work rug organization<br>2. Fewer materials to work with<br>3. Graphic organizers<br>4. Older students- model desktop organization<br>5. Model binder<br>6. Model cubby/locker organization<br>7. Visually spaced shelves & room free of clutter |

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| Memory & Sequence | 1. Consistent procedures/routines<br>2. Smart Sheets for procedures |
| The Work Cycle | 1. Getting started<br>2. Maintaining focus<br>3. Keeping up with papers<br>4. Shorten work segments/goal setting<br>5. Binder > 6-weeks folder > tubfile>Exam study sheets |

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| Directionality | 1. Guides for placement<br>2. Left-right & top- bottom<br>3. Cornell notes |
| Managing Time | 1. Marking time with: beads, timers, clocks<br>2. Daily Schedule<br>3. Assignment sheets (daily, weekly, monthly)<br>4. Project sheets with deadlines<br>5. Use of technology - iCal<br>6. Homework Survival Kit |

Contact: akelton@shelton.org or dedwards@shelton.org or 972-774-1772