

## About The Systems Students Need

OVERVIEW: To be successful in school, you need the following **reliable** systems. Each week ask yourself how your systems are and see what you need to do to make them more reliable, or use the assessment to check.

**1. Paper Management System**- System for organizing papers (usually binders, accordions, or folders). Teachers and parents often insist on binders, but they do not work for everyone. For many students, simple, clearly-labeled, color coded folders with matching notebook are more effective.

**2. Backpack** - How to keep backpack under control? Have a “home” for everything in it and overhaul it regularly. Many students do not use their lockers and put everything into their backpack. One of the biggest problems is that as the school year goes on, it gets fuller and more difficult to manage because it becomes so full and disorganized.

**3. Planner System** - Many times, school planners are not effective for students who struggle with executive functioning. I recommend minimalist monthly planners (not weekly). These need to be updated daily. Planning and time management are critical skills that need to be worked on extensively.

**4. Grade Monitoring System** - Students should have their online grade programs bookmarked for easy reference. They should be looking at grades 2-3 times a week. They should NOT rely on just the “grade” but should be looking at the detailed list of assignments. Print these for easy reference.

**5. Self Advocacy** – Self-advocacy muscles must be utilized in order to grow. Kids often say they will talk to their teacher but don't. Emailing their teachers helps with accountability. But they have to be able to ask for help in person. It's really hard at first, but once they try this a few times, it becomes one of the easiest systems to apply.

**6. SSS** - Students need a Sacred Study Space at home but they are rarely guided through the process of creating it. It needs to be optimized for focus and distractions need to be eliminated.

**7. Weekly Overhaul** - There's a difference between maintaining vs overhauling. This overhaul is absolutely critical. If you don't help your students learn to do consistent overhauls, none of this matters. It's absolutely not enough to just show them what to do, we have to help them build habits, and there's no quick fix or magic bullet. It takes time, effort and compassionate patience.

## Student Systems Self-Assessment

Date \_\_\_/\_\_\_/\_\_\_ Name \_\_\_\_\_

**GUIDELINES:** Circle the comment that is most like you. For each section, you may strategize ways to get to the next number. For example, if you choose a 3 in backpack organization, what would get you to a number 4? If you gave yourself a 1 on Planners, how can you move to a 2? Or, you can overhaul each of your systems to get to a 4 in every area. Just be realistic with yourself, this will help you a lot.

**NOTE:** There is NO shame in any of these answers. That’s not the point. The objective is to gain clarity on key areas that many students struggle with, and learn how to turn things around.

	<b>1 – Nope!</b>	<b>2 – Meh.</b>	<b>3 – Good enough!</b>	<b>4 – I’ve got this!</b>
<b>Paper Management Systems</b>	I pretty much shove papers into the abyss of my backpack, locker, etc. I can’t keep track of it all. I hate papers.	I try to use binders or folders, but I’m just happy if I shove papers into something. Sometimes I can find what I need.	I use folders or binders fairly well. I misplace things sometimes but can usually find what I need. It’s pretty reliable.	I can reliably find any paper I need, from any class, at any time. My system is highly organized, effective, and completely reliable.
<b>Backpack</b>	I don’t even have a backpack, or I lost it, or I just don’t use it.	I have one, and it’s pretty messy. I can find some of what I need if I search hard enough.	I use it and can usually find what I need. It’s fairly organized and reliable.	I manage my backpack well and it has a home for everything. I can easily and reliably find anything I need whenever I need it.
<b>Planner</b>	I don’t need a planner, I try to keep it in my head. I have a lot of missing work, 0’s and incompletes. I don’t really “study”.	I have a planner, but I don’t use it much or I lose it or forget about it. I often have missing and incomplete homework.	I use my planner to track most things, but it’s not perfect. I get most of my work in on time and study pretty well.	I have a completely reliable system for my planner. I track all my responsibilities so well that I get all of my homework in on time. I study effectively.
<b>Grades</b>	Honestly, I have no idea what my grades are like.	I know some of my grades but don’t really pay much attention to them.	I check my grades pretty often. I’m fairly aware of how I’m doing.	I check my grades regularly and know exactly how I’m doing in each class.
<b>Advocacy</b>	I don’t approach my teachers for help. They don’t want to be bothered.	Sometimes, if I remember, I will ask a teacher for help.	When I need to, I email teachers or go into office hours for help.	Whenever I have questions, I make it a point to speak with the teacher ASAP. My teachers know me well and I am proactive.

<b>SSS (Sacred Study Space)</b>	I don't even think about where I study, it's not on my radar. I like to work on the couch or bed.	I study wherever I feel like, my homework takes a lot longer than it needs to.	I have a decent place to study there aren't too many distractions.	I have a great place to study, it's free from distractions & I can focus on schoolwork for extended periods of time.
<b>Weekly Overhaul</b>	I never go through my stuff. The piles grow like crazy.	I sometimes overhaul and reorganize things, but it's overwhelming.	I overhaul my systems occasionally and keep them somewhat updated.	I regularly overhaul my systems and they are reliably up to date!
<b>OTHER?</b>				