Lesson # **8** Organize Your Space
Layer 1: Collect Prior Knowledge

Scorecard Preview	**Directions:** Rate yourself on the following scale.

Note: The ratings below do NOT have to *exactly* match to the Scorecard completed at the beginning of the course.

#	Do you..	Pre-Score Always Sometimes Never				
20	Get distracted by clutter in your personal spaces and waste time searching for items?	1	2	3	4	5
21	Lose things or forget school supplies because of a messy bookbag?	1	2	3	4	5
22	Lose items and time due to a disorganized locker?	1	2	3	4	5

Investigation	**Directions:** Follow the prompts in the course to fill in the boxes, below.

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Name: _____ ID#: _____ Date: _____

Organize Your Space
8
Layer 2: Connect New Information

Key terms	The following terms and concepts are introduced in this lesson:

- **The Silverware-Sorter Theory**: A metaphor illustrating two principles of organization; everything must have a designated place and must be easily accessible.

- **Ease-of-Access Scale**: When organizing a space, this scale evaluates how quickly items can be reached.

- **Remove, Group, Arrange, Maintain (RGAM)**: The steps for organizing any space, involving decluttering, categorizing, structuring, and upkeep

- **Take Two!** A daily routine of spending two minutes (or less) to tidy up spaces.

- **chaos theory:** Used to explain how initial clutter can lead to more disorder.

- **dampening:** A brain function where unnecessary information is ignored to avoid overload.

Sections	This lesson includes the sections below. Use this information to guide your note-taking and track your progress through the lesson.

A. The basics of organizing: 2 principles & 4 steps

B. How to organize your bookbag

C. How to organize your locker

D. How to organize your personal space (bedroom)

E. How to organize your study space

F. The 80/20 of organizing your spaces

Name: _____ ID#:_____ Date: _____

8 Organize Your Space
Layer 3: Confirm Understanding

(A)pply + Practice | **Clean up and organize your spaces**

Directions: Use the Lesson 8 Reference Guide to follow the Four Steps of Organization to organize your room, study space, and/or bookbag + locker. Follow the prompts, below.

1. What space(s) are your organizing?
Circle all that apply:
 	
  a. Bedroom/personal space
  b. Study space
  c. Bookbag and locker
	2. Post 1-2 "before" photos of the space:

3. Remove Post 1-2 pictures illustrating the "remove" phase of this project.	**4. Group/Categorize** Post 1-2 pictures illustrating the "group/categorize" phase of this project.

5. Arrange
Post 1-2 pictures illustrating the "arrange" phase of this project. (This should be your "after" photo, illustrating the organization of the space.)
	6. Maintain
	
	  a. What will you do to keep this space organized?
	
	  b. How often will you maintain this space?

Lesson #

8 Organize Your Space
Layer 3: Confirm Understanding

Ⓢcorecard Review

Directions: What solutions have you learned to resolve each problem, below?

For each statement: rate yourself post-lesson, briefly describe a solution you learned, and calculate the difference from your pre-score.

#	Do you…	Solution	Post-Score Always Sometimes Never	+/- change from pre-score
20	Get distracted by clutter in your personal spaces and waste time searching for items?		1 2 3 4 5	
21	Lose things or forget school supplies because of a messy bookbag?		1 2 3 4 5	
22	Lose items and time due to a disorganized locker?		1 2 3 4 5	

Ⓡubric: Apply + Practice

Directions: This rubric is to help you and your teacher evaluate your progress on the Apply + Practice activity.

CRITERIA	EXCELLENT (4)	SATISFACTORY (3)	NEEDS IMPROVEMENT (2)	POOR (1)
1. Removal	All unnecessary items removed; clear in before/after photos.	Most unnecessary items removed; evident in photos.	Some items removed; more decluttering needed.	Minimal item removal; clutter remains.
2. Grouping	Items logically and clearly categorized in photos.	Well-categorized items with minor improvements needed.	Attempted grouping lacks clear logic.	Poor or no logical grouping.
3. Arrangement	Space optimally organized; logical placement clear in after photos.	Space well organized; improvements visible.	Space not optimally organized.	Little to no change in item arrangement.
4. Maintenance Plan	Detailed, realistic maintenance plan with specific actions and schedule.	General actions and schedule for maintenance.	Vague plan with infrequent or unclear schedule.	No clear or realistic maintenance plan.
5. Photo Evidence	All required photos clear, well-lit, effectively showcase process and outcomes.	Adequate photos document process and outcomes.	Photos document process but lack clarity or detail.	Missing photos or unclear documentation of changes.

Total points: _____ /_____

Name: _____ ID#:_____ Date: _____

(8) Organize Your Space
Skill Demonstration Form

The purpose of this activity is to apply the information from this lesson to "real life" situations. It can be a stand-alone assessment and/or used as preparation for the end-of-course Exit Presentation.

Directions	Complete the prompts below, in writing or with multimedia tools.
	NOTE: As an alternative to this form, a digital portfolio is provided throughout the curriculum

Section #: _____   **Section Title**: _____

Chapter #: _____   **Chapter Title**: _____

1. What is the skill or topic you learned?
   (For example: taking notes, using a planner, communicating with teachers, etc.)

2. What is the name of the evidence and a short description?
   (Examples of evidence: a page of notes, a page from a planer, an email to a teacher, a photo of your organized binder or bedroom, etc.)

3. How does this evidence illustrate what you learned about this skill or topic?

4. How/why/when do you expect to use this skill or information in the future?

Rubric	Evaluation guidelines are below.
	(Your teacher will determine the total number of points possible.)

SCORE	POINTS POSSIBLE	PERFORMANCE INDICATOR
		The evidence provided demonstrates an <u>understanding of the concept/strategy</u>.
		The evidence provided demonstrates <u>appropriate application to a current setting</u>.
		The description of a future application demonstrates an understanding of the <u>potential use</u> for this concept/strategy.
_____	_____	COMMENTS:

Lesson # **8**

Organize Your Space
Step-by-Step Guide

personal space (bedroom)	study space	bookbag	locker
Remove	**Remove**	**Remove**	**Remove**

1. **Gather four large boxes or bins**. Label:
  ▪ Trash
  ▪ Give away
  ▪ Somewhere else
  ▪ Not sure
2. **Do a "two-minute sweep" for trash.**
3. **Do a "two-minute sweep" for clothes**; sort.
4. **Start at left of doorway**, work your way around the room, in small sections.
	1. **Remove everything from your study space**, then add only what you want to display/use in your space.
	2. **Re-home, throw away, or give away** items you did not put back in your study space.
		1. **Empty** the bag.
		2. **Throw away** all trash.
			1. **Empty** the locker.
			2. **Throw away** all trash.

Group/Categorize	**Group/Categorize**	**Group/Categorize**	**Group/Categorize**
Group like items together, for example: • Clothes • Shoes • Bedding • School supplies/papers • Computer, mouse, etc. • Other electronic accessories • Stuffed animals • Trophies/awards • Oversized items **Not sure about something?** Place it the "Not Sure" box.	**Group like items according to function.** For example: • Computer • Charging station • Pens/pencils; etc.	**Group items together:** • papers + binder • pens/pencils • books	**Group books according to your schedule:** • "morning" books • "afternoon" books
Arrange	**Arrange**	**Arrange**	**Arrange**
Find a place for each group/category: • Keep "most used" items most accessible. • Revisit "Not Sure" box to put more away. • Create a permanent home for the "Not Sure" category.	**Find a place for the items you need in this space:** 1. Keep items accessible. 2. Make the space aesthetic and comfortable with organizational accessories, décor, lighting, etc.	1. **Organize papers** in your binder. 2. **Place pens/pencils** in a case or pocket of your bag. 3. **Place remaining items** in bag.	**Place books by category.** For example: • "Morning" books stacked on spine • "Afternoon" books lying flat
Maintain	**Maintain**	**Maintain**	**Maintain**
"Take Two!" Every evening, take two minutes to tidy your space. Beware of trash; it is the #1 enemy of organization!	**"Take Two!"** Just before you start homework every day, take two minutes to tidy your study space.	**"Take Two!"** As you start your daily homework, take two minutes to clean out trash and file papers in your binder.	**"Take Two!"** Before you go home each day, take two minutes to clean out trash from your locker.

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Organize Your Space
Step-by-Step Guide

personal space (bedroom)	study space	bookbag	locker

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4. **Start at left of doorway**, work your way around the room, in small sections.
	Remove
	
	1. **Remove everything from your study space**, then add only what you want to display/use in your space.
	2. **Re-home, throw away, or give away** items you did not put back in your study space.
		Remove
		
		1. **Empty** the bag.
		2. **Throw away** all trash.
			Remove
			
			1. **Empty** the locker.
			2. **Throw away** all trash.

Group/Categorize **Group like items together**, for example: • Clothes • Shoes • Bedding • School supplies/ papers • Computer, mouse, etc. • Other electronic accessories • Stuffed animals • Trophies/awards • Oversized items **Not sure about something?** Place it the "Not Sure" box.	**Group/Categorize** **Group like items according to function.** For example: • Computer • Charging station • Pens/pencils; etc.	**Group/Categorize** **Group items together:** • papers + binder • pens/pencils • books	**Group/Categorize** **Group books according to your schedule**: • "morning" books • "afternoon" books
Arrange **Find a place for each group/category:** • Keep "most used" items most accessible. • Revisit "Not Sure" box to put more away. • Create a permanent home for the "Not Sure" category.	**Arrange** **Find a place for the items you need in this space:** 1. Keep items accessible. 2. Make the space aesthetic and comfortable with organizational accessories, décor, lighting, etc.	**Arrange** 1. **Organize papers** in your binder. 2. **Place pens/pencils** in a case or pocket of your bag. 3. **Place remaining items** in bag.	**Arrange** **Place books by category.** For example: • "Morning" books stacked on spine • "Afternoon" books lying flat
Maintain **"Take Two!"** Every evening, take two minutes to tidy your space. Beware of trash; it is the #1 enemy of organization!	**Maintain** **"Take Two!"** Just before you start homework every day, take two minutes to tidy your study space.	**Maintain** **"Take Two!"** As you start your daily homework, take two minutes to clean out trash and file papers in your binder.	**Maintain** **"Take Two!"** Before you go home each day, take two minutes to clean out trash from your locker.

Organize Your Space
Ease-of-Access Scale

Ease-of-Access Scale

	# of actions to put away	Types of Storage	Examples
SUPER Easy to Access	1	• Hooks • Open bins or baskets (NO lids)	• Hanging robes, towels, and bags on a hook • Dropping items into open bins (often on a shelf), such as: photos and cards, cables, socks/underwear, dirty clothes, etc.
Easy to Access	2	• Drawers • Bookshelves • Bins/baskets with lids or that must slide out to access	• Opening a drawer to drop an item • Sliding a book on a bookshelf • Removing a lid from a basket or bin
OK to Access	3-4ish	• Drawers • Closets or cabinets, (doors removed) • Under the bed, within easy reach	• Folding clothes and placing in a drawer or on a shelf • Hanging clothes on hangers, then on a rod • Reaching under the bed, pulling storage item out
Access is NOT Easy	5ish+	• Tall spaces • Closets or cabinets, with doors • Large trunks or oversized drawers • Under the bed, out of reach	• Using a step-ladder to reach the top of a bookcase or upper shelf in closet • Removing items blocking door of a closet or cabinet • Removing items placed on top of large trunk/in front of oversized drawer, rifling through many items