

Life Skills Children Week #4: Organization and Time Management Skills

Organization:

Organization is important to have because it will save you time. Ever spent hours looking for that favorite toy? If you had a special place for each of your toys it would be easy to find the toy you want to play with. Want to play with Legos but they are all over the place? Hard build the perfect building when you can't find all the right pieces. However, if they were all in a Lego bin, it would all right there ready for you to piece together a fantastic build! How do you organize things? You can start by categorizing items. For example, if you have a dresser, you probably have shirts in one drawer and pants in another. Or some people like to put things in alphabetical order – we have our DVD's set up that way. There are many types of categories: color, size, shape, flora/fauna, etc. How do you organize your toys? Here are some examples:



**Don't forget to go through your toys and clothes at least once a year and donate the toys you don't play with anymore and the clothes that you grew out of. This frees up space for new things!*

Time Management Skills:

Time management is something that you will continue to work on and improve throughout your life. Right now, you are just learning the basics. For example, if your chores everyday are to feed the pet and set the table when do they need to be done? Can you feed the cat anytime? Probably not, our pets like constant feeding times just like we do. How about the table. Would it be appropriate to set the table for dinner at 9pm? Not unless your family eats really late. Most families eat dinner between 5 and 6 so whenever your family eats dinner, the table should be set right before you eat. How do you know when to do your chores? Do your parents have to tell you? Hopefully not. Hopefully you have set up some kind of system (like a chore chart) so you can take responsibility and know when you need to do what. This will be more important as you get older, but don't forget to include things that you like to do in your day. Take time to enjoy the things you like. Also, make sure to prioritize. What's more important to do first: put on your pj's or shower? Of course, you would take a shower and then put on clean pj's for bed. Think of it the same way with all the tasks you need to do.