

NEW MEXICO 4-H

Aggie Next Step Conquering Disorganization



Post Secondary Pathways



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Conquering Disorganization

INTRODUCTION

Being organized isn't just about neat notes or clean lockers—it's about staying on top of schoolwork, activities, and responsibilities. In this lesson, participants will explore real-life scenarios and practice creating organizational plans that use practical habits, tools, and strategies. By the end, you'll have a plan to reduce stress, manage your time, and set yourself up for success in all areas of life.

SET UP

Review lesson materials and determine which worksheets and handouts you will use for the lesson. Print enough pre/post assessments, worksheets, and handouts for each participant.

ACTIVITY

1. Have participants complete the *Pre-assessment*.

2. Think-Pair-Share: Start the discussion:

What are some of the biggest challenges you face in staying organized?

Allow time for participants to think individually, discuss with a partner, and then share with the group. Chart responses on the board.

3. Distribute the *Digital vs. Paper Planner Questionnaire* and have participants complete it individually. Then use *Digital vs. Paper Planner Pro's and Con's* to allow participants to reflect on the two types of planners. Transition: *Now that you know your organizational style, let's see how you'd apply it in real-life situations.*

4. Introduce the activity: Explain that students will work with real-life student scenarios that involve balancing school, home, and extracurricular responsibilities. Their challenge is to design an organizational plan that helps the student succeed.

5. Divide participants into pairs or small groups. Distribute *Organize This! Student Success Scenarios* and *Organize This! Student Success Scenarios Worksheet*. Assign each group or pair one scenario. Have them complete the following:
List priorities Select tools/strategies Build a sample schedule
Reflect on why their plan works.

Supplies

- Worksheets
- Handouts
- Pens/Pencils

OUTCOMES

Students will be able to:

- **Identify** organizational challenges faced by students in realistic scenarios.
- **Apply** tools and habits to solve problems.
- **Create** personalized weekly or daily schedules based on case study needs.
- **Reflect** on how organizational strategies impact stress, confidence, and success.
- **Commit** to trying at least one new organizational strategy in their own life.

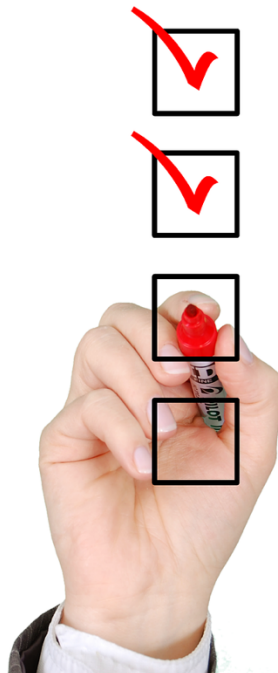


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6. Have groups share their plans with the class. Highlight different strategies and tools (paper vs. digital planners, routines, timers, etc.) and discuss which strategies could work for them in real life.
7. Distribute *Organizational Habits & Tools Tip Sheets*. Ask participants to reflect and mark one habit/tool they already use and one they want to try this week.
8. *Exit Ticket* – depending on time, this can be done as a class discussion, or students can complete the worksheet in class, as homework, or the following class.
9. Have participants complete *Post-assessment*.

WRAP UP

Organization is not about being perfect, but about finding systems that work for you. The strategies you practice today can help you manage school, activities, and life with more confidence and less stress.





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RESOURCES

NM Standards:

NM PED Standards: Career and Technical Education (CTE):

CTE 2.1.1: Select and employ appropriate reading and communication strategies

CTE 2.1.9: Listen to and speak with diverse individuals to enhance communication skills

CTE 3.1.1: Employ critical thinking skills independently and in teams to solve problems and make decisions

CTE 4.1.1: Use personal information management applications to increase workplace efficiency

CTE 9.1.1: Identify and demonstrate the use of positive work behaviors and personal qualities needed to be employable

CTE 10.1.2: Employ planning and time management skills and tools to enhance results and complete work tasks

Common Career Technical Core (CCTC) Standards: Career Ready Practices (CRP):

CRP-10: Plan education and career path aligned to personal goals

CRP-11: Use technology to enhance productivity

Optional ELA Alignment (Grades 6-12)

SL1: Participate in a range of conversations

RI1: Read closely to determine what the text says explicitly

RI10: Read and comprehend informational texts

Video Resources:

Note: Please preview all videos before showing them to students to ensure they are age-appropriate, relevant, and aligned with your classroom needs.

4 Ways To Get Organized– middle school

<https://www.youtube.com/watch?v=J5hKPSht3E>

How to organize for school - the best methods for staying organized

<https://www.youtube.com/watch?v=yC6MEcnZ29k>

Backpack Organization

<https://www.youtube.com/watch?v=XZTbBOqW9iQ>

How to be Organized for School, College or Life

<https://www.youtube.com/watch?v=88MjoZalHpM>



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