

NEW MEXICO 4-H

Aggie Next Step Conquering Disorganization



Post Secondary Pathways



Newt McCarty, State 4-H Agent and Chelsey Juenemann, Education Specialist



New Mexico State University is an equal opportunity employer and educator.
NMSU and the U.S. Department of Agriculture cooperating.
nm4h.nmsu.edu



BE BOLD. Shape the Future.
College of Agricultural, Consumer
and Environmental Sciences
Cooperative Extension Service
Extension 4-H Youth Development



Conquering Disorganization

LESSON FOCUS

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.

PREPARATION

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.

ACTIVITIES

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

2. Put participants in small groups.

Prompt: *What's the worst organization fail you've had (or seen someone have)?* (e.g., missing work worth 20% of grade, forgetting a work shift, losing important papers)

After groups share, ask

Q: *What caused the problem?*

Q: *Was it procrastination, poor planning, distractions, overcommitment, or communication?*

Q: *What system could have prevented it?*

3. 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.

Supplies

- Worksheets
- Handouts
- Pens/Pencils

OBJECTIVES

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.

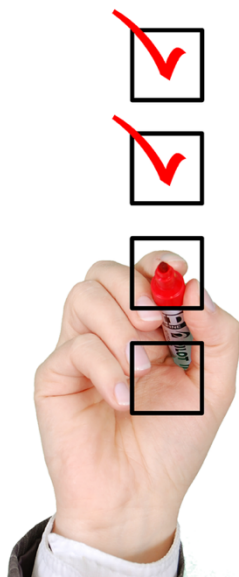


Conquering Disorganization

4. Divide participants into groups. Follow the teacher instructions on the *Life Overload Teacher Instructions* handout to guide students through the activity.
5. Distribute a *Life Overload Student Worksheet* to each participant. Give each group one blank *Schedule* and one *Student Profile*. After groups have made one schedule, introduce 2-3 *Unexpected Problems*.
6. Distribute *Organizational Habits & Organizational Tools* handouts to take home.
7. *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.
- 8. Have participants complete the *Post-Assessment*.**

REFLECTION

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.





Conquering Disorganization

EXTENSIONS

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.

Continue practicing with real-life scenarios using *Organize This! Student Success Scenarios* and *Organize This! Student Success Scenarios Worksheet*.

DIFFERENTIATION

Content Support: Break each worksheet into smaller parts and require students to check in before continuing.

Allow participants to complete sections verbally with a partner, counselor, or teacher.

English Language Learners: Pair students with a supportive peer for discussion.

Pre-teach key vocabulary: schedule, planner, organization, responsibility, etc.

Provide sentence starters for reflection:

- "The best scheduling strategy for me is..."
- "One scheduling idea I want to use in my own life is..."
- "One habit I could improve is..."

Advanced or Early Finishers: Challenge participants to improve the group's schedule by identifying 3 weaknesses in their schedule and revising it.

Challenge participants to write an advice letter to the student they scheduled. They must include:

- 2 specific problems they faced
- 3 practical solutions
- 1 long-term habit change



Conquering Disorganization

RESOURCES

Optional Videos:

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=J5hKPSHTi3E>

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>

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

New Mexico State University is an equal opportunity employer and educator.
NMSU and the U.S. Department of Agriculture Cooperating.

nm4h.nmsu.edu



BE BOLD. Shape the Future.
College of Agricultural, Consumer
and Environmental Sciences
Cooperative Extension Service
Extension 4-H Youth Development