

Strategies to assist in Cognitive Organization:

- 1 . Urge the student to complete one task before he/she begins the next.
- 2 . Have the student visualize, diagram, or graph arithmetic problems. Problem solving skills are much better when information can be visualized.
- 3 . Ask the student to do only one mental task at a time. Disorganized students have difficulty taking notes, for example, since that requires both listening and writing.
- 4 . When testing for acquisition of material, use matching, true/false, or multiple choice formats. Test students for what they know rather than for how much written work they can produce.
- 5 . Allow extra time to complete written assignments. Alternatively, give assignments of reduced length.
- 6 . Help the student in keep work organized on a page by using columns, folds in the paper, etc.
- 7 . Worksheets and other written material should be well organized on the page and printed clearly. Outlines, study guides, charts, and graphs should prove useful.
- 8 . At home, the student should have a designated study time and place with all materials readily available.
- 9 . Send reports home to the parents so they can help the student organize his/her study time.
- 10 Have the student practice visual skills by working on puzzles, mazes, etc.
- 11 Occasionally, the student may respond to a question in a manner that may appear to be inappropriate. Rather than correct the student, help him/her establish a relationship between the answer and the question.
- 12 Help the student develop positive work habits that will help with organization.
- 13 Encourage the student to write things down rather than rely on memory.
- 14 Keep the work area uncluttered.