

Keeping track of things tip card

Have a system for keeping track of information and materials, especially the things I need every day (homework, notebooks, keys, phone, sports equipment, etc.), so when I look for it, I know where to find it.

Tips	Self-talk
<ul style="list-style-type: none"> • Spend five minutes every day staying organized. 	<ul style="list-style-type: none"> • “A place for everything and everything in its place.”
<ul style="list-style-type: none"> • Use a daily agenda. 	<ul style="list-style-type: none"> • “Do I have it together?”
<ul style="list-style-type: none"> • Use laptop or iPad for managing information/ assignments/class notes. 	<ul style="list-style-type: none"> • “Do I have what I need to do my work?”
<ul style="list-style-type: none"> • Use a note organizer app. 	<ul style="list-style-type: none"> • “Did I think about where I was putting my items and how I would find them?”
<ul style="list-style-type: none"> • Other strategies: 	<ul style="list-style-type: none"> • My own idea:

Adapted from Peg Dawson & Richard Guare, *Coaching Students with Executive Skills Deficits*, 2012

