

Color Coded Organization

Frequently, students struggle with keeping organized from class to class. Papers are lost, assignments forgotten, and nothing from the school day is remembered the minute the student leaves the classroom. Calendars, checklists, and lockers can all be potentially organized by color to create a quick visual reference of subject matter. The teacher can use this to their advantage as well, highlighting important items in the same color, or pre-labeling materials with the color in mind.

HOW TO USE:

1. **Categorize** – Categorize each important thing for organization as is best for the student. Typically, this is by subject matter.
2. **Meaning** – Establish meaning within each color. If the child has selected to organize by class, give your class a single color, and have the student assign meaning to the other classes.
3. **Application** – Apply the colors to the corner of homework assignments, tests, quizzes, and all hand-outs. Encourage students to do the same with their other classes, and/or speak to other teachers of the student to have them do the same 1:1 with the student.
4. **Routine** – Make it a routine with the student to ensure all items of the same color are kept together, and that only items of that color are in that area. Most of the responsibility of the routine should be the students and the parents, not the teachers.

WHEN TO USE:

1. Student(s) frequently turning in assignments late or not at all
2. Student(s) overwhelmed by amount of resources provide across all classes
3. Student(s) are losing track of notes or assignments
4. Student(s) are unable to easily identify which dates assignments are due or tests will be held
5. Beginning of the year or during a spring-cleaning activity

VARIATIONS:

1. **Stickers** – Much like the color-coding strategy, stickers can be used allow students to easily identify different categories or items. Could be used in place of the color-coding system described above, or in addition to it to provide more categories. For instance, a student could use yellow for mathematics, but have yellow “Smileys” for homework, yellow “Stars” for passed back quizzes and tests, and yellow “Circles” for various in class resources. The student could then use the same system for their English (in blue), history (in Red), and science (in Green).
2. **Planners** – Planners are a great way to help student keep organized despite and challenges they may face. Students could identify each assignment due date, as well as upcoming quizzes and tests in their planner. This strategy could also be used in conjunction with a color-coding system, having different classes or assignment types coded by colors.
3. **Binder System** – A system in which everything associated with the subject has a certain space. Within that space, things can be organized however the student or teacher see fit. Binders keep things from being lost, damaged, or misplaced.