



Middle School

National FFA Organization

Lesson MS.12

DEMONSTRATING SELF-ORGANIZATION SKILLS

Unit.

Stage One of Development-ME

Problem Area.

What Foundational Skills Do I Need for Leadership?

Precepts.

A1 Work independently and in groups to get things done.

National Standards.

NL-ENG.K12.6 - Applying Knowledge - Students apply knowledge of language structure, language conventions, media techniques, figurative language, and genre to create critique, and discuss print and nonprinting texts.



Student Learning Objectives. As a result of this lesson, the student will ...

- 1 List benefits of developing self-organization skills.
- 2 Identify good self-organization skills.
- 3 Apply self-organization skills.



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Time. Instruction time for this lesson: 50 minutes.



Resources

Covey, Stephen R., A. Roger and Rebecca R. Merrill. *First Things First: To Live, To Love, To Learn, To Live a Legacy*. New York, NY: Simon & Schuster, 1994.

National FFA Organization's Essential Learnings, 2003.

Webster's Universal College Dictionary. New York, NY: Random House Inc., 1997.



Tools, Equipment, and Supplies

- ✓ Overhead projector
- ✓ Assortment of markers
- ✓ MS.12.AS.A—one per student
- ✓ MS.12.AS.B—one per student
- ✓ MS.12.TM.A
- ✓ MS.12.Assess—one per student



Key Terms. The following terms are presented in this lesson and appear in bold italics:

- ▶ Skill
- ▶ Organization
- ▶ Priority



Interest Approach

Distribute MS.12.AS.A to the students.



Let's begin! I need you to be profound thinkers today as we talk about self-organization skills. Take a couple of minutes to read the two stories I have just handed out.

When students are finished reading the stories, ask the following questions:



Which character in the stories seems to be the most organized? Why?

Correct answer: Jim, because he operates efficiently and systematically.



Which character in the stories is most like you as a student?

Answers will vary from student to student.

Explain to the students that by becoming more organized, they can become more efficient and successful.



SUMMARY OF CONTENT AND TEACHING STRATEGIES

Objective 1. List benefits of developing self-organization skills.



There are many benefits of being organized. Read the story of Jim again. This time, count the number of benefits Jim has as a result of his organizational skills. You have 60 seconds. Begin!

Great! You just recognized a few ways of how being self-organization would benefit you.

Provide the following on the writing surface, or show transparency MS.12.TM.A.

Following is a short list of the benefits that Jim experienced because he was self-organized.

I. Benefits of developing self-organization skills

- A. Gets to eat breakfast
- B. Comes prepared for class
- C. Finds belongings easily
- D. Has more time to spend with friends
- E. Reduces stress

Review this information with a ob the Weather Guy Moment. Divide students into five groups, providing each group with a specific benefit. Allow the groups three minutes to prepare their weather report for the class.

Objective 2. Identify good self-organization skills.



Now you know the difference between a student with organizational skills and a student without organizational skills. For the next activity, you need to be serious students to learn brilliant organizational skills. Let's talk about some great organizational skills you can use every day. Read the story about Jim again and circle every situation in which he is organized. You have three minutes.

How many organizational skills have you circled?

The correct answer is nine.

Capture the following in your notebooks.

II. Good self-organization skills

- A. **Organization:** a process of putting into a system or order
- B. **Skill:** the ability to do something well from talent, training, or practice



- C. Get plenty of sleep.
1. Getting plenty of sleep will prevent being tired or lazy throughout the day.
 2. Enough sleep at night keeps students more alert in class.
 3. Eight hours of sleep is recommended.
 4. Jim had plenty of sleep and was ready for the new day.
 5. Chris didn't get enough sleep and was not very successful that day.
- D. Allow plenty of time to get ready for school.
1. Having plenty of time will help prevent forgetting things and cause less stress.
 2. This also helps in planning for the unexpected, such as an emergency.
 3. Jim had plenty of time to eat breakfast and remember everything for school.
 4. Chris forgot his math homework and was frustrated the rest of the day.
- E. Keep a clean room.
1. Things are found more quickly in a clean room because everything will have its own place.
 2. It is easier to keep a room clean than to clean it every time it gets messy.
 3. Jim is able to find everything before leaving for school.
 4. Chris wastes time looking for things to get ready for school.
- F. Have a place for study.
1. Having a place to study will allow a stronger focus on homework.
 2. It is bad to study while lying down on a bed.
 3. Jim had a study place that allowed him to stay focused on his homework.
 4. Chris had a study desk, but his computer was a distraction.
- G. Use a book bag.
1. Using a book bag will make it easier to carry books and keep everything together.
 2. Jim kept a book bag to make sure he didn't forget his homework when he left for school in the morning.
 3. Chris did not have a book bag and forgot some of his homework.
- H. Use a planner.
1. Keeping a planner will help with remembering homework assignments, times to meet with a teacher, school activities, and family activities.
 2. A planner will organize time and give more time for fun.
 3. Jim kept a planner that helped him remember to visit his math teacher and see that he had no homework for the weekend.
 4. Chris wasted time and didn't finish his assignments.
- I. Wear a watch to keep track of time.
1. A watch helps keep track of time to prevent lateness.
 2. One can accomplish a great amount of work in ten minutes.
 3. Jim saw on his watch that he had plenty of time to visit his math teacher.
 4. Chris was tardy for class and wasted time during study hall.
- J. Keep locker organized.
1. An organized locker helps in locating everything in time for class.
 2. Books and papers are damaged less in an organized, clean locker.
 3. Jim kept a clean locker and found everything to be prepared for class.



4. Chris was late to class because he couldn't find everything in his messy locker.
- K. Use a to-do list.
1. A to-do list helps organize things that are a priority.
 2. **Priority**: the quality or state of being earlier in time
 3. To start, keep a list of everything that needs to be done during the day.
 4. After something on the list is accomplished, cross it off.
 5. Jim kept a to-do list and accomplished everything he needed to do for the day.
 6. Chris did not keep a to-do list and had to do his math over the weekend.

Objective 3. Apply self-organization skills.



This next activity will require you to concentrate and think about yourself. Compared to the story of Jim, rank your organizational skills from one to ten, with one representing no organization and ten being completely organized. Think back to yesterday and the organizational skills you used. Keep the number to yourself.

Hand out MS.12.AS.B. The following rubric will be used to assess students' self-organizational skills. Completed activity sheet.

Completed activity sheet.

1 Activity sheet is less than half completed.

7 Activity sheet is half completed.

10 Activity sheet is completed

Listed self-organization skills discussed in class.

1 Student listed no skills per day.

7 Student listed two skills per day.

10 Student listed three or more skills per day.

Student rightfully ranked self-organization skills for the day.

1 Student did not rightfully rank self-organization skills.

7 Student rightfully ranked self-organization skills with irregularities.

10 Student rightfully ranked self-organization skills.

Score students out of a possible 30 points for this activity.



You are going to keep track of the number of organizational skills you use every day for the next week. Using this worksheet, list the organizational skills you will use that day and rank yourself from one to ten.



Use the following content to guide the students through the application process. Help students begin capturing self-organization skills used today on MS.12.AS.B.

III. Applying self-organization skills.

A. Get plenty of sleep.

1. Getting plenty of sleep will prevent being tired or lazy throughout the day.
2. Enough sleep at night keeps students more alert in class.
3. Eight hours of sleep is recommended.

B. Allow plenty of time to get ready for school.

1. Having plenty of time will help prevent forgetting things and reduce stress.
2. This also helps in planning for the unexpected, such as an emergency.

C. Keep a clean, orderly room.

1. Things can be found more easily in a clean, orderly room because everything will have its own place.
2. It is easier to keep a room clean and orderly than to clean it every time it gets messy.

D. Have a place for study.

1. Having a place to study will allow a stronger focus on homework.
2. Studying in bed or while lying down is not recommended.

E. Use a book bag.

1. Using a book bag will make it easier to carry books and keep everything together.

F. Use a planner.

1. Using a planner will help with remembering homework assignments, appointments, school activities, and family activities.
2. A planner will organize time and, as a consequence, allow more time for fun.

G. Wear a watch to keep track of time.

1. A watch helps keep track of time to prevent lateness.
2. One can accomplish a great deal of work in just ten minutes.

H. Keep locker organized.

1. An organized locker will help in locating everything in time for class.
2. Books and papers are damaged less in a neat and orderly locker.

I. Use a to-do list.

1. A to-do list helps organize things that are a priority.
2. To start, keep a list of everything needing to be done during the day.
3. After something on the list is accomplished, cross it off.

Use a Newton Moment to check for understanding of the organizational skills and assignment.



You now know the benefits of developing and using self-organization skills and the difference between great self-organization skills and poor self-organization skills. Great job! Now, let's review together. To review, take turns showing each other what you know. Using partners, you will remember and present together as the rest of us listen.





Review/Summary

Using an *Eyewitness News Moment*, engage review lesson information.



Application

►Extended Classroom Activity:

Using MS.12.AS.B, have students keep track of study skills for one week.

►FFA Activity:

Have students prepare a demonstration of self-organization skills at an FFA meeting.

►SAE Activity:

Have a guest speaker come to class to discuss the importance of self-organization skills for a career in agriculture.



Evaluation

A written test, MS.12.Assess, is provided to measure Objectives 1, 2, and 3.

Answers to Assessment:

1. Possible answers include:
 - Prepared for class.
 - Finds belongings easily.
 - Eliminates stress.
2. Answers may include:
 - Come prepared for class.
 - More time to spend with friends.
 - Less stress.
3. B.
4. D.
5. C.
6. Answers may include:
 - Allowed plenty of time to get ready for school
 - Kept my clean room
 - Had a place for study
 - Used a book bag
 - Used a planner
 - Wore a watch to keep track of time
 - Kept my locker organized
 - Used a to-do list



DEMONSTRATING SELF-ORGANIZATION SKILLS

►Short Answer:

1. List three ways you will benefit from keeping a clean and orderly locker.
2. List two ways you will benefit from keeping a planner.

►Multiple Choice:

Circle the correct answer.

3. Use of a to-do list will _____.
 - A. Take too much time
 - B. Prioritize activities
 - C. Get things done more quickly
 - D. None of the above
4. Use of a planner will _____.
 - A. Keep track of assignments due
 - B. Get things done more quickly
 - C. Help schedule activities
 - D. Both A and C
5. Having a place for study will _____.
 - A. Allow you to turn up your music
 - B. Let you chat on the computer and study
 - C. Keep you focused and organized in your studies
 - D. Reduce stress
6. List one self-organization skill you used today.



BENEFITS OF DEVELOPING ORGANIZATIONAL SKILLS:

- ◆ **Get to eat breakfast!**
- ◆ **Come prepared for class!**
- ◆ **Find belongings easily!**
- ◆ **Able to spend more time with friends!**
- ◆ **Eliminates stress!**



Read the following two stories about Chris and Jim.

The story of Chris:

Chris wakes up at 7:45 a.m., still worn out. It's Friday. He didn't get much sleep last night because he was chatting on the computer past midnight. He realizes the bus leaves in 15 minutes, so he hurriedly showers and gets ready for school. Chris's room is messy, so it takes longer to find everything. He doesn't have time for breakfast and runs to the bus stop to be picked up for school. While on the bus, he remembers he left his math homework assignment on his desk by the computer.

When Chris gets to school, he sees his friend Shane, and they talk until the first bell rings. As Chris gets ready for his first class, he goes to his locker to find his history textbook and notebook. He shuffles some papers and trash around, and finally finds everything. However, it takes longer than expected, and Chris is tardy for class. He then realizes he doesn't have a pencil.

Chris goes through the rest of the day frustrated because nothing seems to be going right. He was looking forward to study hall so he could relax and talk to Shane. In the last five minutes of study hall, Chris realizes he didn't get his math assignment done. Shane asked Chris if he could come over tonight, but Chris decides he needs to stay home and work on math before he ends up grounded for the weekend.

The story of Jim:

Jim wakes up at 7:30 a.m., refreshed and ready for a new day. It's Friday! He gets ready for school and has plenty of time for breakfast. Before leaving for the bus, Jim grabs his book bag. He put all his books, assignments, and his planner in the book bag before going to bed at 10:30 p.m. Everything is easy to find because Jim keeps his room clean and always does his studying at his desk. While on the bus, Jim talks to his friend Mike.

When Jim gets to school, he looks at his planner and sees that he needs to talk with his math teacher for help on problem 12. After talking with the math teacher, Jim looks at his watch and notices he has a couple of minutes before the first bell rings. He decides to talk to his friend Mike about plans for Friday night. When the bell rings, Jim goes to his locker and pulls out his history textbook, notebook, and pencil. Everything is easy to find because he keeps his locker clean. He makes it to class on time and gets to sit by his friends.

Jim goes through the rest of the day feeling glad he got all his homework done before he came to school. During study hall, Jim makes a to-do list of everything he needs to get done. When everything is finished and crossed off of the to-do list, he realizes he has 20 minutes left to talk to Mike. Jim is excited because he has no homework for the weekend.



MS.12.AS.B Name: _____

Instructions: Enter a list of self-organization skills you use each day for the rest of the week. Rank each day one to ten with ten representing perfect self-organization skills.

Monday _____

Rank:

Tuesday _____

Rank:

Wednesday _____

Rank:

Thursday _____

Rank:

Friday _____

Rank:

Saturday _____

Rank:

Sunday _____

Rank:

