

Organization, Time Management, and Planning Strategies for Autistic Adolescents Now and As They Transition to Adults

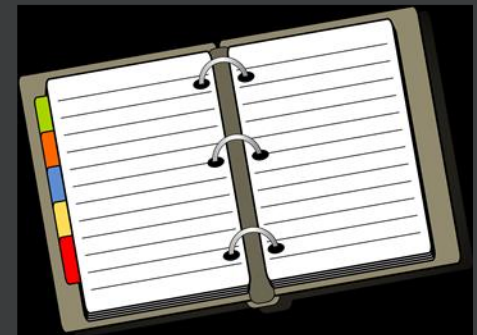
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VTCAR Biannual Conference



When did you learn organization, time management,
and planning skills?



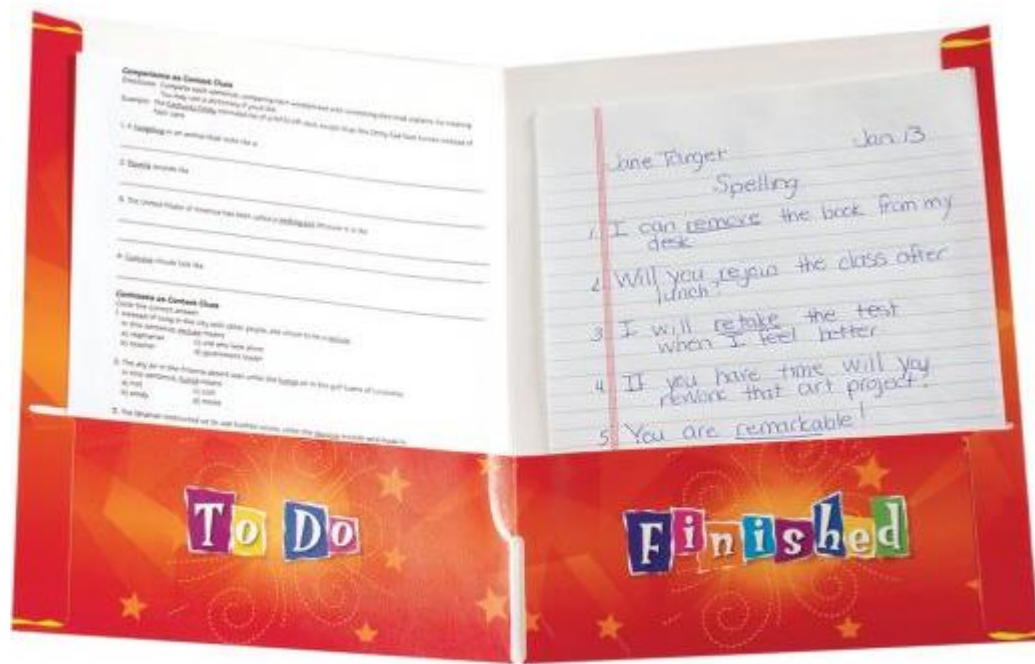
The Homework Completion Cycle

What steps are needed to
take to turn in a homework
assignment?

Organization

Two-Pocket Folder

- **Left Side:** Homework to be taken home
- **Right Side:** Completed homework to be returned to school



Two-Pocket Folder



Binder Organization Systems

- **Accordion Binder**
- **One Large 3-Hole Binder**
- **Small 1-Inch Binders Per Subject**

Accordion Binder



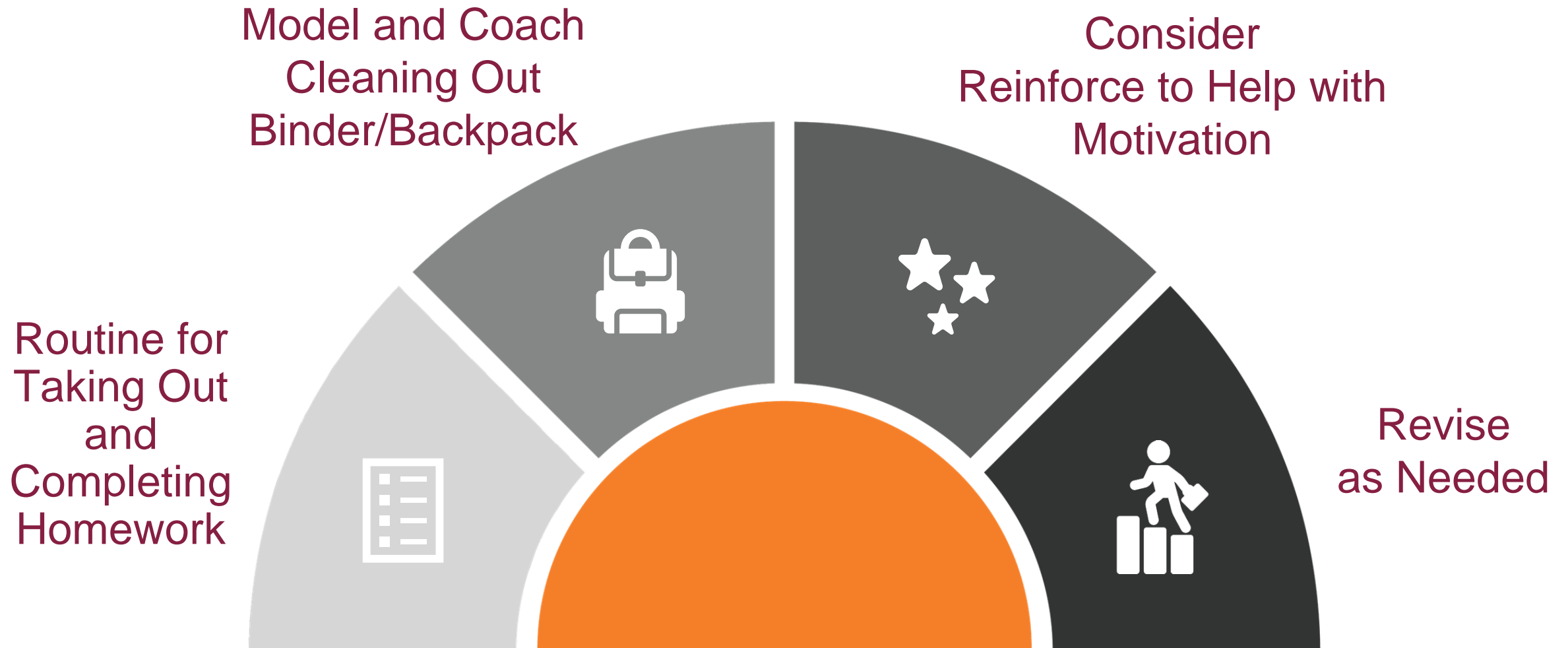
- First 2 pockets are homework “to do” and homework “hand in”
- Have 1 tab per subject
- Have a spot for a planner and a zipper pouch with pens and pencils

One Large or Multiple Small 3-Ring Binders



- One large 3-ring binder best for students who struggle with organization
- One-stop shop for all materials (e.g., writing utensils, 3-hole punch, homework folder)
- Color coding with tabs or smaller binders and notebooks can help

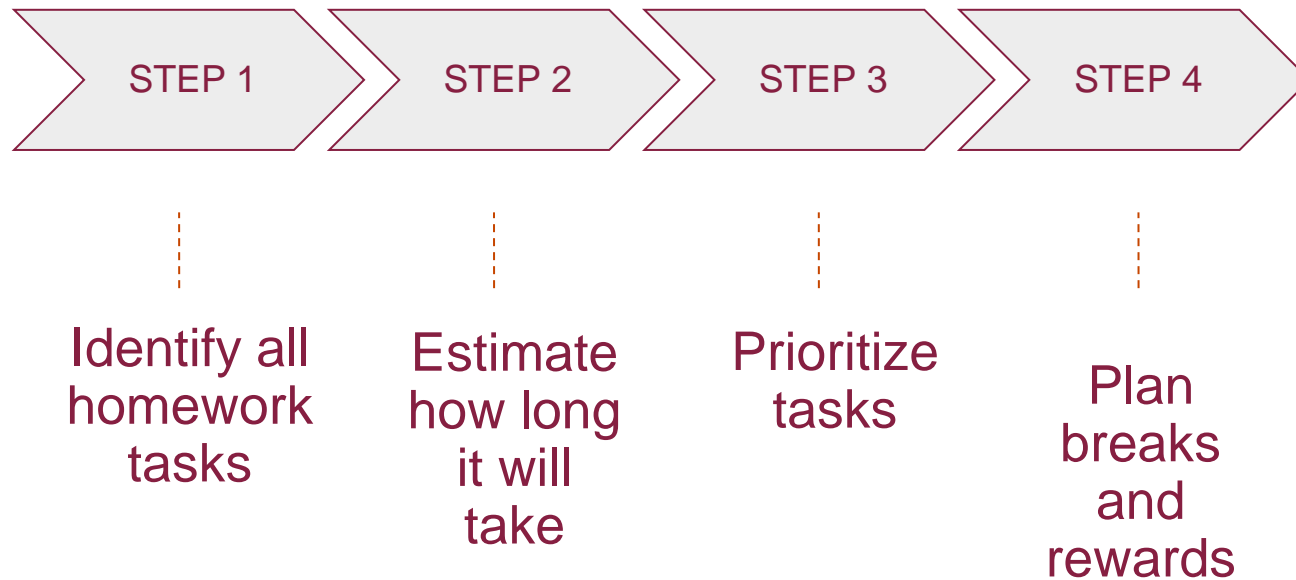
Check-Ins on Organization



Planning

Create a Homework Plan

Collaboratively developing and writing down a daily homework plan helps instill planning skills



1. What tasks are due soonest?

Order	Homework task	How long will it take?	Adult initials
	Tests/quizzes to study for		
	Long-term projects to work on		
	Online learning to complete		
	Reading to do		

2. What tasks are easiest to get started on?

3. What tasks are worth a lot of my grade?

Student Homework Planner

Monday	Assignments	Due Date/Time	Status
Class name:			
Class time:			
Class name:			
Class time:			
Class name:			
Class time:			
Class name:			
Class time:			
Tuesday	Assignments	Due Date/Time	Status
Class name:			
Class time:			
Class name:			
Class time:			
Class name:			
Class time:			
Class name:			
Class time:			
Wednesday	Assignments	Due Date/Time	Status
Class name:			
Class time:			
Class name:			
Class time:			
Class name:			
Class time:			
Class name:			
Class time:			
Thursday	Assignments	Due Date/Time	Status
Class name:			
Class time:			
Class name:			
Class time:			
Class name:			
Class time:			
Class name:			
Class time:			
Friday	Assignments	Due Date/Time	Status
Class name:			
Class time:			
Class name:			
Class time:			
Class name:			
Class time:			
Class name:			
Class time:			

Weekly Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



Time Management



BIG TASK

Finish your homework



SMALLER TASK

Work on your math homework for 10 minutes

SMALL TASK

Finish your math homework





BIG TASK

Write an essay



SMALLER TASK

Write the first sentence of the first paragraph

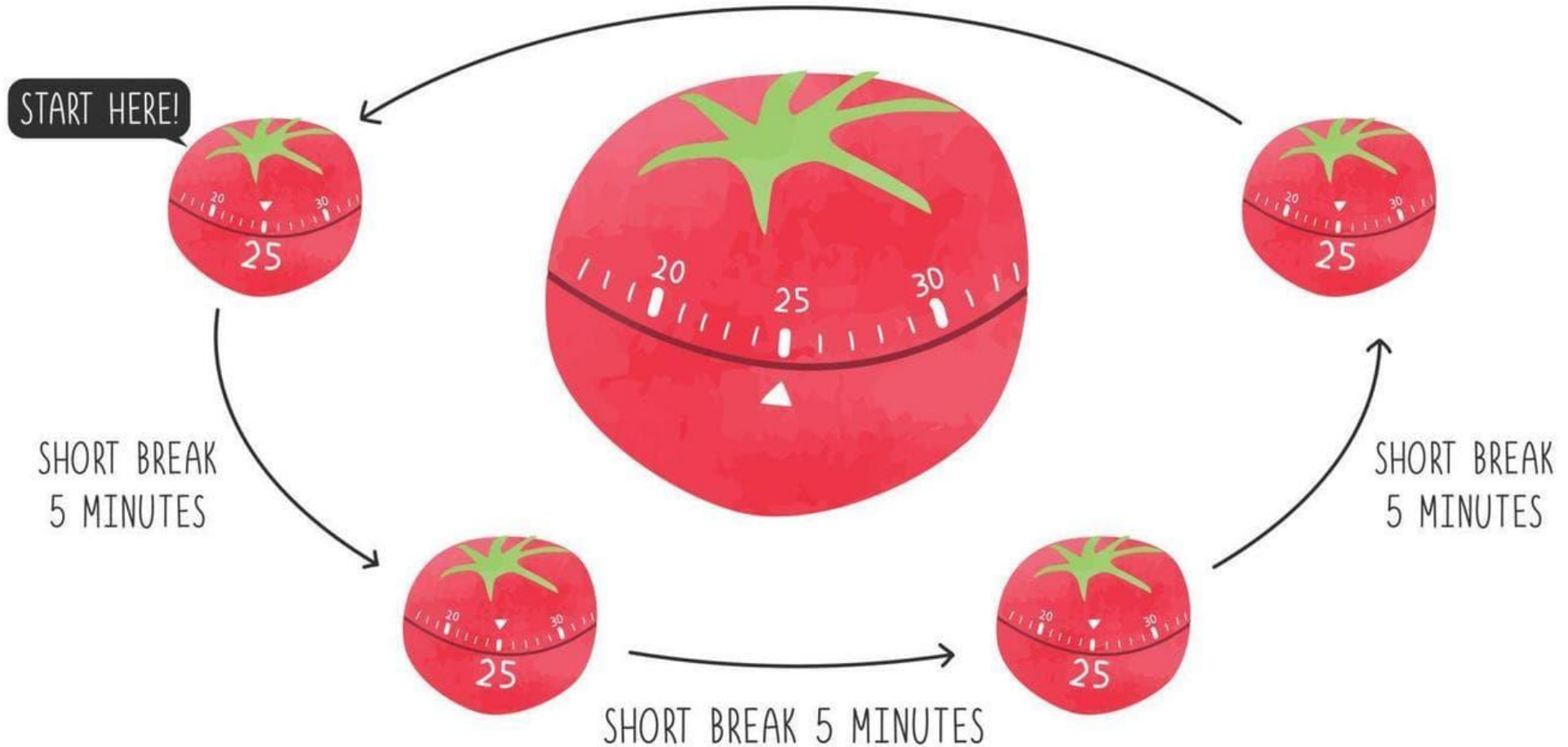
SMALL TASK

Write the first paragraph



THE POMODORO TECHNIQUE

LONG BREAK 15 - 30 MINUTES



 = 25 minutes of focused work session.

Transitioning to College or the Workforce

Utilize Support Services

- Disclosure and Self-Advocacy
- Reasonable Accommodations
- Develop Coping Mechanisms



Have a Conducive and Supportive Environment

- Have a work space with minimal distraction
- Know how homework and exam information will be communicated for each class or how work tasks will be communicated by your supervisor(s)
- Build in structure and accountability, when possible

Questions?



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