Overview of ‘Organisation’ Toolbox

Organise Belongings

(Click here for the related tools)

Good organisation skills allow us to systematically classify and properly store personal belongings to maintain a tidy and orderly environment. When the supplies for work are ready, we can focus our time and effort on work, thereby enhancing efficiency. In addition, establishing and maintaining a sound organisation system can also effectively alleviate the psychological burden caused by losing items or having to constantly search for them.

Suitable situations:

- Has messy school bag, desk and work spaces, and lacks a clear system for classifying and storing belongings.
- Spends a lot of time searching for misplaced or lost materials.

Relevant tools	Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
3a. File Master	✔	✔	✔	✔	
3b. Smart School Bag Packing	✔	✔	✔	✔	
3c. Storage Hacks	✔	✔	✔	✔	

Suitable situation:

- Does not systematically check required items before class or before going out, constantly forgetting textbooks, stationery, homework, or lesson materials.

Relevant tools	Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
3d. Ready-to-go Checklist	✔	✔	✔	✔	✔

‘Effective Questions’ available Download tool

Organise Information  (Click here for the related tools)

By systematically classifying, managing, and storing information in a clear and structured manner, we can organise them for quick retrieval and flexible application in the future. Building and consistently applying a systematic method to organise learning materials allows us to grasp core concepts more easily, making the overall learning process highly efficient.

Suitable situations:

- Is unable to systematically organise thoughts and the learning content.
- Finds it hard to express ideas clearly and coherently in writing.

Relevant tools		Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
3e.	Cornell Note Taking		✔			
3f.	Concept Map Collection	✔	✔			
3g.	Writing Wizard	✔	✔			
3h.	Unboxing Reviews	✔				

Download tool

Organise Speech  (Click here for the related tools)

Arranging and connecting personal thoughts, feelings, and different information in an orderly and logical manner can help construct clear and coherent spoken expression. Effectively organising language, such as describing events chronologically, or summarising key points then providing examples, helps us convey messages more clearly, thereby enhancing the effectiveness of daily communication and expression.

Suitable situation:

- When communicating with others, due to an abundance of information or an urgency to express oneself, fails to carefully review and organise the content, resulting in an expression that appears disorganised and illogical.

Relevant tools		Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
3i.	Speak Well Magic					✔

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