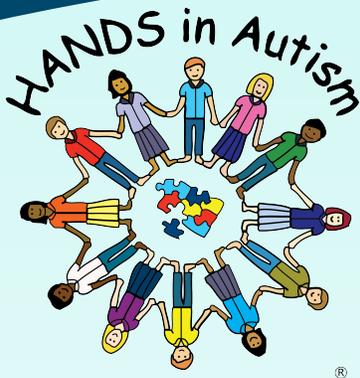


# Life With ASD

## How to Organize Your Day



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Staying organized is difficult for many students. Papers get lost, books go missing, and you forget to do homework or forget to get a paper signed by your parents all because you aren't organized.

It's also hard to carry everything you need in your backpack because it can get so heavy. This means you have to go to your locker multiple times throughout the day to get your new books and put the books you've already used back into your locker. All of this can become confusing.

Luckily, there are systems you can use to get organized and to remember what materials you need for each class. First, you need to identify what works best for you. The way I get organized may be different from the way that you get organized, and that's ok.

Below is one strategy that can walk you through the process of getting organized. Remember, there are many ways to help you stay organized. If this doesn't work, that's ok. Try a different way!

### Directions:

*Use the template to develop your plan to stay organized. Follow the steps below to make a plan that's right for you. Look at the completed example for help.*

1. In the "Class" column, fill in your class schedule, including your lunch time.
2. In the "Materials Needed" column, fill in all the materials you need for each class.
3. Cut along the dotted line.
4. Cut out each "Go to locker" tab.
5. By yourself or with the help of a teacher, parent, friend, etc. decide the best times for you to go to your locker to switch out your class materials.
6. Tape a "Go to locker" tab on the right column where you have decided you'll need to stop at your locker.
7. Talk through your plan with someone else to make sure you understand the plan.
8. Try your plan the following day to see if it works. If not, that's ok! You may need to change a "Go to locker" tab to a different time.
9. Keep this plan in a place where you always have it: maybe in your backpack, a binder you always have, agenda, or taped inside your locker.

**Reminder:** This is only one example.

This template may need to be individualized to fit your particular needs.

Class	Materials Needed	



Example:

Class	Materials Needed	
Algebra	pencil math book binder with math folder	
Chemistry	↓ chemistry book binder with chemistry folder	
Art	nothing	
Lunch	nothing	
US History	pencil history book binder with history folder	
English	English book, writing work- book binder with English folder	
Gym	nothing (clothes in gym locker)	
Study Hall	look at agenda and get books needed for homework	