

The Art of Organizing

How much time is wasted looking for a pair of pants, a set of keys, a shoe?
Organizing and knowing where things can be found is a wonderful time-saver.

The following ten situations demand good organizational skills. Show how you would organize five of the following ten situations. Type your responses and hand in to Mrs. Duprey.

1. Your mom and dad feel they waste too much time searching for certain records from their rock-and-roll oldies collection. You have been asked to put these 376 record albums in some orderly fashion.
2. How would you organize your English class notebook since you do so many different types of topics in that class?
3. Organize the more than 200 books on Mrs. Peterson's bookshelves.
4. Arrange the items in your basement, garage, or shed in some orderly fashion.
5. How would you organize the types of bills your family pays each month?
6. Over the years you have collected many items from your days at school. Show a plan to organize these items.
7. How would you arrange the various types of cards in a card shop?
8. Make the supermarket shopping experience faster and easier. Organize the items by various aisles and/or departments.
9. Arrange the items in an automotive parts store.
10. Organize the items found in a brochure about your town.

(adapted from Umstatter, Jack. *Brain Games*. Center for Applied Research in Education, 1996.)