

Divide It Up



Just about anything is easier to do if it's divided into smaller pieces. As assignments get longer and more complicated, more organization and planning skills are needed.

What you'll need

- Homework assignments
- Jobs in and around the house
- Paper
- Pencil

What to do

1. Choose a big assignment to talk about, such as a geography project. Decide together, and have your child write down, what he or she needs to complete the job. For example:
 - **Reference materials** (books, maps)
Can you complete the assignment just using your textbook? If not, do you need to go to the library? If so, can you check out books, or will you have to allow time to stay there and use reference books?
 - **Notes**
Do you have a notebook? Pencils? Will you need note cards?
 - **Illustrations**
If you need pictures, where will you get them?
 - **Finished projects**
Will it be a stapled report? A poster? A folded brochure? What will you need to complete the job?
2. Decide the order in which the parts of the job need to be done. Number the steps.

Try to estimate how long each step will take. Work backwards from the date the paper is due in order to see when each part needs to be started. Put start and finish dates next to these steps, then put the assignment on a calendar or homework chart.

3. Together, think about a household job, such as gardening or cleaning. Divide it up into smaller parts.
4. Talk about how adults divide work on their jobs or at home.

This trick of dividing big jobs into small pieces helps make all jobs easier and can save a lot of wear and tear on everyone then it's time to hand in a school assignment.

