



# Organizing 101

Outside-Inside

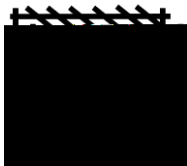
Craig Pohlman, Ph.D. 704-552-0116  
Southeast Psych southeastpsych.com  
cpohlman@southeastpsych.com

## Outside-Inside

- 1.outsourcing
- 2.modeling
- 3.partnering
- 4.directing
- 5.questioning
- 6.prompting
- 7.cruising

use questions to promote thinking

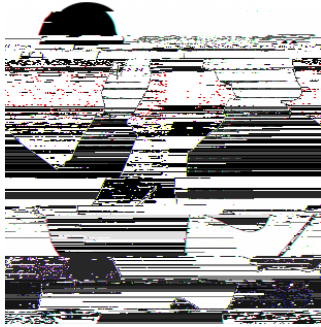
- \*How are you going to get that done?
- \*What's your time frame?\*
- \*When is that going to happen?\*
- \*What wiQ wig a ti.



Organizing 101







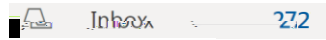
## getting buy-in

1. explain rationale
2. think incrementally
- 3.
- 4.

embrace compromise, celebrate small victories

materials  
+  
time  
+  
approaches  
+  
spaces

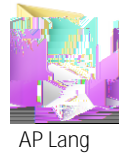
## email folders



- CHECK AGAIN
- AP Lang
  - AP USH
  - chem
  - French
  - marketing
  - team sports
  - pre-calc
  - soccer
  - NFL fantasy
  - family

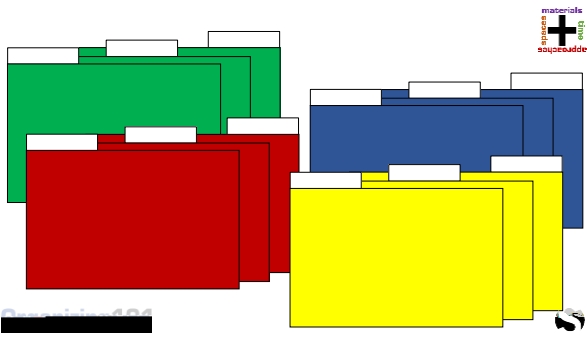


## digital file folders

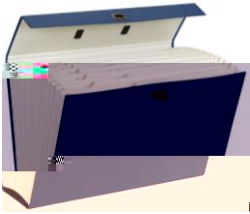


- essay Frost quotes
- essay Frost outline
- essay Frost v1
- essay Frost v2
- essay Frost final

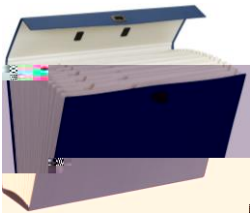




Reservierung 404




Reservierung 404




Reservierung 404









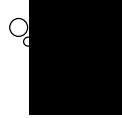
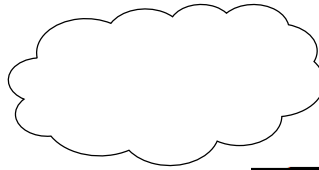
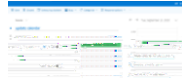




other ideas



color code (such as with labels & diagrams)  
 model with other spaces (closet, garage)  
 schedule upkeep sessions



## getting buy-in

1. explain rationale
2. think incrementally
3. collaborate as much as possible
4. reinforce when needed

positive reinforcement works better than punishment



## reward system tips

collaborate: habits & possible rewards (can be intangible)  
 pick a small number of habits  
 select only things the student can directly control  
 build in opportunities for small victories  
 install levels of reinforcement, such as  
 J 20 points to earn small reward  
 J 40 points to earn medium reward  
 J 60 points to earn grand prize  
 fade the system over time

