

**Organization**

- Use color-coding to help students identify different kinds of tasks or materials.
  - Use uncluttered tests and worksheets:
    - arrange problems or work so that it is easy to know where to start and how to proceed;
    - limit the number of problems on a page; and,
    - clearly divide problems and provide structure for responses using lines or text boxes.
  - Let students use a special folder or binder to keep materials organized.
  - Use dividers or folders to keep subjects organized and use a different color for each unit or subject.
  - Give students a checklist of materials needed for each class; this can be kept in their locker or binder.
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