Improving Organizational Skills for Physical & Digital Space

SPEAKER: SARAH WARD, M.S., CCC-SLP
March 6, 2025 | 3:30 - 6:45 pm Eastern Time

ZOOM - INTERACTIVE WEBINAR

PACIFIC	MOUNTAIN	CENTRAL	EASTERN
Start Time: 12:30pm	Start Time: 1:30pm	Start Time: 2:30pm	Start Time: 3:30pm

Below are 3 options for participation:

BUNDLE: *Live zoom webinar AND On-Demand Replay (available April 1, 2025-April 30, 2025)*
ON-DEMAND ONLY: *Access the recording at your own pace (April 1, 2025-April 30, 2025)*
LIVE ZOOM WEBINAR ONLY: *Attend live on March 6, 2025 (live replay March 11 @ 6:00pmEST)*

COURSE DESCRIPTION

Times are changing in education. On one hand, classrooms are moving away from paper, with students managing assignments, homework, and reading materials online. Now, assignments are posted digitally rather than written down, and work is submitted online instead of being physically handed in. On the other hand, there is also a push for students to use fewer devices in the classroom, favoring physical materials instead. Yet, cluttered desks, misplaced items, loose papers, and missing books can make it difficult for students to find what they need quickly and stay engaged in their work. Disorganization can make it challenging for students to access their books and materials between classes.

Similarly, a student's study space at school or home may be cluttered with distractions, making it harder to focus and complete assignments efficiently. While physical disorganization is easy to spot, these issues often mirror what's happening digitally.

In this lecture, Sarah will offer an executive-function-focused approach to teaching students how to develop effective physical and digital organization habits independently. Lecture, powerpoint and case examples will be shared.

WHO SHOULD ATTEND?

Special educators, Speech Language Therapists, Occupational Therapists, General Educators, Academic Coaches, ADHD coaches, Psychologists and anyone supporting students with executive function support needs. This is an intermediate level course and no prerequisites are required. Grade levels 5-12 and post-secondary.

ADDITIONAL COURSE INFORMATION

Common Digital Disorganization:

Unsorted Digital Files: Files saved haphazardly on devices or cloud storage are hard to locate when needed.

Email Overload: An inbox full of unread or disorganized emails can lead to missed assignments, deadlines, and teacher communications.

Lack of Digital Calendars/Planners: Not using digital tools to track assignments, tests, and activities can result in forgotten or late submissions.

Scattered Notes and Assignments: Notes spread across multiple apps or devices make it difficult to review and consolidate information for studying.

Random File Naming: Students might name files vaguely, making it hard to identify contents later. Important files can be hard to retrieve because names don't reflect what's inside.

Cluttered Digital Spaces: Saving files directly to the desktop or downloads folder without using folders or subfolders creates a jumbled digital workspace.

Forgotten Locations: Files saved without logical organization make it easy to forget where they're stored, making even search functions less effective.

LEARNER OBJECTIVES:

1. Identify key executive function challenges—such as sustained attention, working memory, and flexible thinking—that hinder students' ability to maintain organized physical and digital spaces, exploring how these challenges can be managed through learning the *HOW* and not just a one size fits all system.

2. Demonstrate actionable, step-by-step routines for establishing sustainable organizational habits in both physical and digital environments, focusing on the process of internalizing the organizational skill as regular, self-directed practices rather than one-time solutions.

3. Develop personalized strategies with students to structure their digital and physical spaces, guiding them through the *processes and how* of file naming, folder organization, and planner usage to make these actions automatic and supportive of working memory and task management.

4. Apply executive function skills, such as selective attention and prioritization, to manage email overload and digital clutter, teaching students practical routines to filter, sort, and sustain focus on essential information for effective time management.

5. Support educators and families in fostering students' self-monitoring and self-reflection skills, providing a gradual roadmap to help students internalize responsibility for their organization, and turning strategies into sustainable routines that foster independence.

Improving Organizational Skills for Physical & Digital Space

SPEAKER: SARAH WARD, M.S., CCC-SLP

COURSE OUTLINE *(all times below are in Eastern)*

3:30-3:45pm Understanding executive function skills and how it impacts physical and digital organization
- Common struggles: cluttered desks, misplaced materials, missing books, etc.
- Discussion: Observing patterns in physical disorganization and its impact on engagement and focus.

3:45-4:55pm Tips - Creating sustainable physical organization routines.

4:55-5:10pm Break

5:10-6:35pm Tackling Digital Disorganization
- Key digital challenges: unsorted files, email overload, scattered notes, cluttered desktops.
- Strategies: File naming conventions, folder structures, and digital planner/calendar use.
- Activity: Develop a personalized routine for physical or digital organization.

6:35-6:45pm Wrap-Up & Q&A

SARAH WARD, M.S., CCC-SLP

Sarah Ward has over 25 years of experience in diagnostic evaluations, treatment and case management of children, adolescents and adults with language learning disabilities, nonverbal learning disabilities, attention deficit disorder, executive dysfunction and social pragmatics. Her particular specialty is in the assessment and treatment of executive function deficits. Ms. Ward holds a faculty appointment at the Massachusetts General Hospital Institute of Health Professions where she provides instruction to graduate level students in the assessment and treatment of individuals with traumatic brain injury and other cognitive communication disorders. A popular speaker, Sarah regularly presents nationally and internationally on the topic of executive functions to a variety of professional
and parent organizations, school and lay groups. She has presented to and consulted with over 450 public and private schools in Massachusetts and across the United States. Awards received include the MGH Expertisein Clinical Practice Award, the Distinguished Alumni Award and the Faculty in Excellence Award from the Massachusetts General Hospital Institute of Health Professions (2002, 2011).

Disclosure: Sarah Ward's company Cognitive Connections produces and sells products on her website, which are tools, that support students in developing an internal sense of time. Some of these materials will be referenced in the presentation. Many of these materials can also be purchased at local stores. The website also sells treatment programs and games to develop independent executive function skills. In addition, the website offers many free resources and references. Sarah Ward receives a speaker's fee for presentations. There are no non-financial relationship to disclose.

LIVE WEBINAR PROFESSIONAL DEVELOPMENT OFFERED

1. **CERTIFICATE OF ATTENDANCE** 3.0 clock hours for the day. Attendance will be confirmed via Zoom log in/ logout.

2. **AOTA** - AEP Connections, LLC is an AOTA Approved Provider of professional development. Course approval ID xxx. This distance learning – interactive is offered for up to .3 CEUs (3 contact hours). Intermediate, OT Service Delivery. AOTA does not endorse specific course content, products, or clinical procedures. A course evaluation with additional post test questions is required for satisfactory completion.

3. **ASHA** - Provider approval and use of the Brand Block does not imply endorsement of course content, specific products or clinical procedures. Full attendance and a course evaluation are required.

4. **NBCC -** AEP Connections, LLC has been approved as an NBCC-Approved Continuing Education Provider ACEP No. 7173. Programs that do not qualify for NBCC credit are clearly identified. AEP Connections, LLC is solely responsible for all aspects of the programs.
   NBCC clock hours available: 3

5. **ASWB -** AEP Connections, LLC, #1332, is approved as an ACE provider to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Regulatory boards are the final authority on courses accepted for continuing education credit. ACE provider approval period: 1/27/2025- 1/27/2028. Social workers completing this course receive 3 continuing education credits. Full attendance, a course evaluation and an additional post test is required for satisfactory completion.

6. **NASP** - AEP Connections is approved by the National Association of School Psychologists to offer continuing education for school psychologists. AEP Connections maintains responsibility for the program. NASP Approved Provider #1165. A code to access the course evaluation will be provided in segments throughout the webinar, to ensure full participation. Full attendance and a course evaluation is required for satisfactory completion.

SELF STUDY PROFESSIONAL DEVELOPMENT OFFERED

1. **CERTIFICATE OF ATTENDANCE -** This course is offered for 3.0 clock hours. Full attendance and a passing score of 80% on the test is required.

2. **ASHA-** Full attendance a passing score of 80% on the course exam and a completed evaluation are required for satisfactory completion of ASHA CEUs. Provider approval and use of the Brand Block does not imply endorsement of course content, specific products, or clinical procedures.

3. **AOTA -** AEP Connections, LLC is an AOTA Approved Provider of professional development. Course approval ID xxx. This distance learning – independent is offered for .3 CEUs (3.0 contact hour). Intermediate, OT Service Delivery. AOTA does not endorse specific course content, products, or clinical procedures. A course evaluation and a score of 80% on the post test is required for satisfactory completion.

4. **NASP** - AEP Connections is approved by the National Association of School Psychologists to offer continuing education for school psychologists. AEP Connections maintains responsibility for the program. NASP Approved Provider #1165. Full attendance is required and a passing score of 80% is required on the post test. This course is offered for 3.0 credits/hours.

5. **NBCC** - AEP Connections, LLC has been approved by NBCC as an Approved Continuing Education Provider, ACEP No. 7173. Programs that do not qualify for NBCC credit are clearly identified. AEP Connections is solely responsible for all aspects of the programs.
Available NBCC CLock Hours: 3

6. **ASWB** - AEP Connection, LLC, #1332, is approved as an ACE provider to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Regulatory boards are the final authority on courses accepted for continuing education credit. ACE provider approval period: 1/27/25 - 1/27/28. Social workers completing this course receive 3 continuing education credits. Full attendance, a course evaluation with additional post test questions is required for satisfactory completion.

Ensuring High Quality Professional Development

ASHA CE APPROVED PROVIDER

AEP Connections, LLC

Intermediate Level
.3 ASHA CEUs

AEP CONNECTIONS

Improving Organizational Skills for Physical & Digital Space
SPEAKER: SARAH WARD, M.S., CCC-SLP

REGISTRATION FORM

March 6, 2025 | 3:30PM - 6:45 PM Eastern Time

ZOOM - INTERACTIVE WEBINAR

PACIFIC	MOUNTAIN	CENTRAL	EASTERN
Start Time: 12:30pm	Start Time: 1:30pm	Start Time: 2:30 pm	Start Time: 3:30pm

ONLINE REGISTRATION | Credit card and purchase order payments at: **aepconnections.com**

REGISTRATION FORMS: Please send completed registration forms and purchase orders via mail, email (**info@aepconnections.com**), or fax.

Name: _____   School District: _____

Address: _____   City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____

Confirmations and communications will be sent by email. Please print email clearly.

REGISTRATION OPTIONS

** BUNDLE (Live Zoom Webinar + Replay) $149

** ON-DEMAND ONLY (available 4/1/25 - 4/30/25) $139

** LIVE ZOOM WEBINAR ONLY (3/6/25 with live replay on 3/11/25) $139

** Each registration is for a SINGLE participant **

o Bundle (Live Zoom Webinar 3/6/25 3:30 - 6:45pm EST & On-Demand Replay 4/1/25 - 4/30/25) $149 $ _____

o On - Demand Only (available 4/1/25 - 4/30/25) $139 $ _____

o LIVE (Zoom Webinar) access only 3/6/25 | 3:30pm - 6:45pm EST $139 $ _____

Total Paid: $ _____