LEARNING BOX OF UNPLUGGED ACTIVITIES

The organization of personal documents

In this unplugged activity, participants are faced with the task of organizing a collection of personal documents such as bills, contracts, identification papers, medical records, and receipts. The documents are initially presented in a disorganized way, with different formats, dates, and levels of importance.

The goal is to design a clear and efficient system to store, categorize, and retrieve these documents when needed. Participants must decide how to group documents (e.g., by type, date, or priority), how to label them, and how to ensure easy access in the future.

Target Group

- ☐ Low-skilled adults with low digital competences
- ☑ Low-skilled adults with limited formal education or qualifications
- ☑ Low-skilled adults with low participation in lifelong learning / training opportunities

Learning Objectives

- Apply decomposition to break down items into meaningful categories
- Identify patterns and similarities between items (type, purpose, frequency of use)
- Apply abstraction to focus on key attributes such as importance and relevance
- Design a clear and efficient system for organizing and retrieving information

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Theme

Information organization and personal data management

Duration

60 mins

Level

Intermediate

Computational Thinking Steps Used

- ☑ Decomposition
- ☑ Pattern recognition
- ☑ Abstraction
- ☑ Algorithmic thinking

Methodological Approach

- ☐ Gamification
- ☐ Challenge-Based Learning
- ☐ Collaborative learning
- ☑ Experiential learning

Competence Areas

a) Innovation Competences

- ☑ Creativity
- ☑ Critical thinking
- ☑ Problem solving
- ☐ Communication
- ☐ Collaboration

b) Information Literacy Competences

- ☑ Ability to access, understand and critically analyse information
- ☐ Interpretation of digital and visual content
- ☐ Awareness of media influence and biases

c) Life and Career Competences

- ☐ Flexibility and adaptability
- ☑ Initiative and autonomy
- ☐ Sociability and intercultural competence
- ☑ Productivity
- ☐ Leadership and responsibility

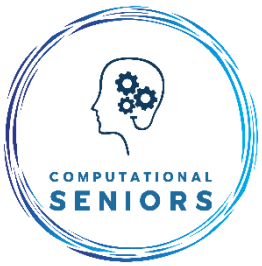
Learning Outcomes

- Organize a set of items into clear and logical categories
- Identify similarities between items to support effective classification
- Apply decomposition and abstraction to simplify complex information
- Design a structured system for storing and retrieving information

Notes

- Use a realistic mix of documents (e.g., bills, contracts, medical records, IDs, receipts) to reflect everyday situations.
- Ensure the dataset includes variation (different dates, formats, importance levels) to encourage meaningful categorization.
- Avoid making the task purely clerical—focus on designing a system, not just sorting items.
- Encourage participants to define their own criteria

for organization (by type, urgency, frequency of use, etc.).
- Allow multiple valid organization systems; there is no single correct solution.
- Prompt participants to think about retrieval: how easily can a document be found later?
- Introduce optional complexity (e.g., digital vs. physical storage, limited space, missing labels).



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The organization of personal documents

Step 1: Explore and categorize the documents

Participants receive a set of mixed personal documents in a disorganized format. They review all items and begin grouping them into meaningful categories (e.g., financial, medical, legal, personal identification).

They decide what criteria to use for grouping and how detailed the categories should be.

Computational thinking focus: Decomposition, breaking down a large, unstructured set of documents into smaller, manageable groups.

Step 2: Identify patterns and define organization rules

Participants analyze their categories to identify common patterns (e.g., documents with expiration dates, recurring bills, frequently used records).

Based on these patterns, they define clear rules for organizing and labeling documents (e.g., by date, type, priority, or frequency of use).

Computational thinking focus: Pattern recognition, identifying similarities and recurring characteristics among documents. Abstraction, focusing on key attributes (type, importance, frequency) to simplify organization.

Step 3: Design and present the organization system

Participants create a complete system for storing and retrieving documents (e.g., folder structure, labeling system, sorting method).

They present their system and explain how it helps maintain order, improve access, and adapt to future documents.

Computational thinking focus: Algorithmic thinking, designing a structured and repeatable process for organizing and retrieving information efficiently.

ACTIVITY CARDS

The organization of personal documents

Card Categories

Team role

Documents

Events

Priority Levels

Essential
Extremely necessary to take into consideration

High
Importance

Medium
Helpful to take into consideration

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Print and cut the cards on the following slides to use in the activity.

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COORDINATOR

Leads the discussion.

Ensures everyone contributes.

Makes sure decisions are reached.

CLASSIFICATION SPECIALIST

Groups documents into logical categories.

FILLING DESIGNER

Designs the filing system and labels.

RETRIEVAL TESTER

Checks whether documents can be found quickly.

ELECTRICITY BILL

Date: March 2026

Priority: Essential

RENT CONTRACT

Date: January 2025

Priority: Essential

PASSPORT

Expiry Date: 2032

Priority: Essential

MEDICAL PRESCRIPTION

Date: Last Month

Priority: High

BANK STATEMENT

Date: February 2026

Priority: Medium

MOBILE PHONE BILL

Date: April 2025

Priority: Medium

INSURANCE POLICY

Valid Until: December 2026

Priority: Essential

CAR INSURANCE CERTIFICATE

Expires: September 2026

Priority: High

URGENT SEARCH

You need to find your passport in 30 seconds.

Does your system help?

NEW DOCUMENT

A new insurance policy arrives.

Where will you file it?

ANNUAL REVIEW

One emergency team becomes unavailable.

Redistribute responsibilities.

WATER DAMAGE

Some paper documents have been damaged.

How will your system reduce this risk?