ORGANIZATION

Organization is the ability to use your time, energy, or resources in a helpful way to finish goals or tasks.

LOOK FOR:

- Often late for appointments/misses important deadlines (*e.g., paying bills, completing paperwork, etc.*)

- Not taking medications correctly

- Loses track of time or feeling unsure of what day it is

- Trouble completing tasks that require multiple steps in a particular order (*such as laundry or cooking*)

- Jumps from activity to activity without completion/gives up easily on tasks

NORTH DAKOTA BRAIN INJURY NETWORK

ORGANIZATION ACCOMMODATIONS

- Use a notebook, planner, or digital calendar and reminder apps for scheduling. Review weekly and monthly schedules frequently

- Use a system of organization for tasks such as important events, bill due dates, and other deadlines

- Set up a routine by asking that your regular appointments be scheduled on the same day and at the same time

- To help switch between tasks, set a timer or use a watch to alert yourself when to get ready for your next task

- Break tasks down into smaller, simpler steps and cross off each step as it is completed (in order of priority)

- Keep all items you need to take with you such as wallet, purse, keys, phone in one spot in your home

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