

Organisational Skills

Some children have difficulty with daily tasks, particularly in relation to time management and general planning and organisation. Sometimes simple, straightforward ideas can help to make life easier, both at home and in school.

Organisational skills include:

- Planning our day
- Preparing for specific tasks
- Identifying what we need to complete each task
- Successfully carrying out tasks.

What can help us to plan and organise ourselves?

- Visual Prompts such as notes, pictures, photographs etc.
- Planner/diary
- Checklists/to do lists
- Calendar
- Timetable
- Visual Schedules
- Using technology to set reminders, for example Alexa, reminders on phone/tablet and specific apps on phone/tablets
- Environmental prompts such as labels on drawers and cupboards.



Organisation around the home

Organisation at home is a good starting point and allows for lots of opportunities to practise our skills.

Here are some ideas that might help:

- Find a safe place/container to store certain items, so they are easy to find
- Use dividers or baskets in drawers so items are separated and easier to find



- Use photos or labels stuck on the outside of drawers/cupboards so you know what is inside
- Clearly but subtly mark clothing so it is easy to identify (e.g. use coloured thread sew a small dot onto the label)
- Stick to a regular routine, when possible, as it becomes predictable and easier to learn
- Try to keep areas clear and free of clutter, to remove any unnecessary distractions.

Organisation at school

Simple strategies used at school can make your day run more smoothly. Help and support from teachers may be needed to put strategies in place but don't be afraid to ask for help.

Here are some ideas that might help:

- Use a planner or diary to remind you of all the things you need to remember through the day. That might be homework, exams/tests, appointments or trips
- Always plan ahead when possible. Lay out your school clothes the night before, pack your bag and prepare any work you need
- Use post it notes or coloured tabs to remind you of important tasks or to mark useful/important pages in books
- Make a to-do list and tick off items as you do them. Remember not to make the list too long and make sure it is all achievable



- Colour code your timetable and subject books/folders. This will make them easier to identify in your school bag

- Allocate a specific space to store schoolbooks and equipment. This will make it easier to find what you need each day
- Use visual schedules/planners – pictures are often easier to follow than words
- Allow extra time to complete tasks, when possible – things often take longer than we first think!



Information adapted from our colleagues at NHS Greater Glasgow & Clyde – KIDS
(www.nhsggc.org.uk/KIDS)

Further resources:

For more resources to help with developing skills or for further helpful tips and tricks, please visit our website or lookout for our Facebook posts.

www.nhsborders.scot.nhs.uk/cypot

www.facebook.com/CYPOTNHSBorders

