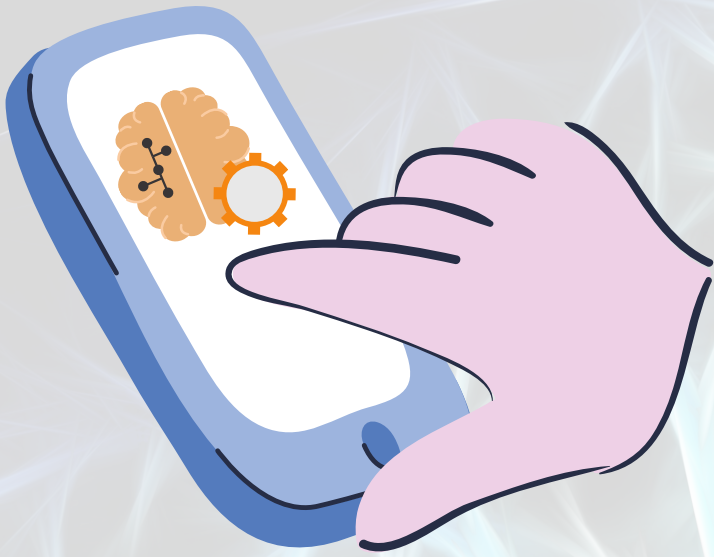


ORGANIZATION



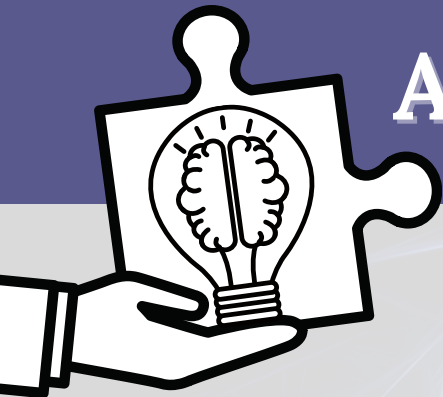
Organization is the ability to use your time, energy, or resources in a helpful way to finish goals or tasks.

LOOK FOR:



- Often late for appointments/misses important deadlines (*e.g., paying bills, completing paperwork, etc.*)
- Not taking medications correctly
- Losing 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





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 (*e.g., highlight 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 station in your home



CITATIONS

The development of this project was supported through the Brain Injury Services Program (BISP) of Iowa, through contract 5881BI06 with the Iowa Department of Public Health (IDPH). The contents are the sole responsibility of the authors and do not necessarily represent the official views of IDPH.

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