

ORGANIZATION



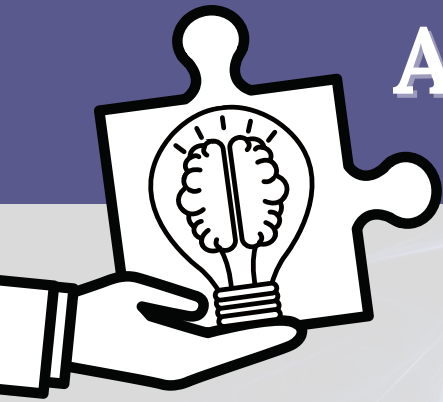
Organization is the ability to use time, energy, or resources in an effective way to achieve goals or complete tasks.

LOOK FOR:



- Often late for appointments/misses deadlines
- Difficulty remembering scheduled tasks
- Inconsistent medication management
- Inability to track date and time
- Challenges attending to one task at a time/completion





ACCOMMODATIONS FOR PROFESSIONALS

- Suggest using a notebook, planner, or the use of a digital calendar or reminder apps on their phone or watch to manage their schedule
- Review appointment dates and times with the individual at the end of each meeting
- Schedule recurring appointments on the same day/at the same time
- To help individuals transition between meetings or tasks, use a timer or give verbal warnings (*e.g.*, “*you have 5 more minutes to get coffee before group starts*”)
- Help break tasks down into smaller, simple, and realistic steps, and encourage them to cross off each step as it is completed



CITATIONS

The development of this project was supported through funding from the Iowa Department of Health and Human Services' (Iowa HHS) Brain Injury Services Program (BISP). The contents are the sole responsibility of the authors and do not necessarily represent the official views of Iowa HHS.

Updated May 2023

Public Health
IOWA HHS