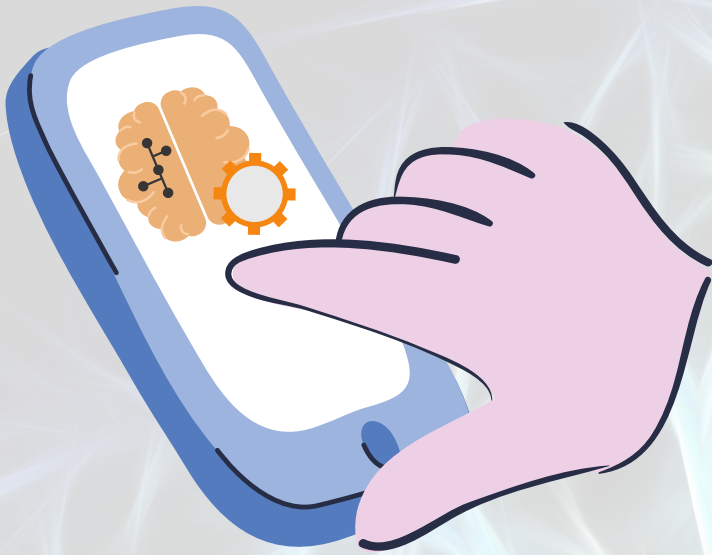


# ORGANIZATION



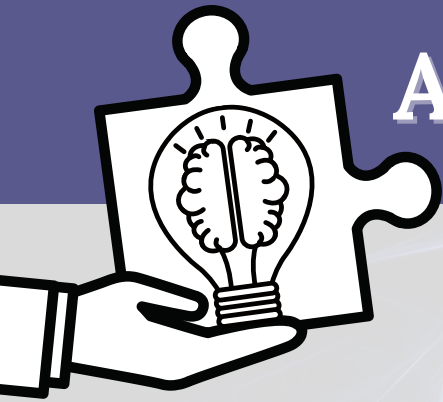
Organization is the ability to use your time, energy, or resources in a helpful way to finish goals or tasks.

## 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

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