



Organisation within the Home

Some people naturally develop good organisational skills, however, many don't. Organisation starts at home and there are many opportunities that you can use to practice these skills. Regardless of whether you are at home, school or out in the community you will need to be able to organise yourself. We have put together some suggestions that you may find useful when developing these skills.

Your Bedroom

- Identify a place or container for each belonging, so it is easy to find.
- Arrange drawers so items are clearly separated – use dividers or baskets.
- Place photos or labels on the outside of drawers/cupboards to indicate their contents
- Mark clothing so it is clearly but subtly identifiable (e.g. a piece of coloured thread sewn into the back of the clothing)
- Try laminating a list or putting it in a plastic sleeve, then use wipe-off markers so you can check off items on the list when you complete each task (e.g. dressing, bedtime routine or morning routine). Initially, you may need prompting from your parent through this list. Over time, you should take more responsibility for working through the list, and will learn the routine (attached is an example of a checklist you could use)
- If you are having difficulty remembering or performing certain routines, draw pictures of each particular step and post them in relevant areas. (e.g. These pictures might include someone putting their boots away, hanging up their coat and then putting their shoes or slippers on.)
- Try and stick to a regular routine as this will allow you to learn to do things in a predictable sequence.



Kitchen

Whether it is getting yourself a drink, making snack or even making a meal you will need to be able to organize yourself in the kitchen. We have put together some useful tips so support you in increasing your independence in this area.



- Try to have set places for each item and try to not change around where you keep things.
- Put labels or picture on the doors to remind your of where things are (these can be gradually taken away once you get used to the system)
- Try to keep worktops as clear as possible to remove unnecessary distractions
- Have laminated lists of the items required and sequences you need to follow to carry out things you do in the kitchen most often i.e. getting a drink, making a sandwich
- Try to take part in activities with another family member so they can support you initially in working on these skills.
- Try to keep to a regular routine for mealtimes i.e. setting the table and getting all necessary items out that you will need.
- Ask your parent to help you to structure the task so that it is possible to proceed in a step-by-step manner. Work alongside them the first few times that you undertake a new responsibility. (e.g. setting the table, cleaning your room, making your lunch etc.)