



General Tips for Organising and Planning for School

Many people have difficulty with daily tasks, particularly with time management, general planning and organisation. Sometimes simple, straight forward ideas can help make life easier at home and school. This sheet provides some practical ideas and strategies which you may find useful.

Many people experience difficulties when trying to organise themselves in daily life, particularly with time management, generally planning and organisation. Sometimes simple ideas and changes in your process can make all the difference to your home and school life. You may need support from your parents and teachers to put the following ideas into practice but don't be afraid to ask for help. The following gives you some practical ideas and strategies which you can try to see if you find them useful.

1. **Always plan ahead** and try not to leave things to the last minute e.g. prepare work, pack your bag and lay out school clothes the night before.

2. **Set your alarm clock** for the same time every school day (and get out of bed!!) as this can help you become better organised.



3. **Use your school planner / diary** to remind you of any homework you may have and when it has to be handed in. Remember to put in other information such as school trips, appointments, exams and most importantlyholidays!! If you find it hard to write everything down a Dictaphone may be useful to help you record information quickly.



4. **Use coloured Post-it notes** to remind yourself of important tasks. You can also use mini post-its to put into your books to remind you which page you're working on.



5. **Transparent pencil cases and purses/ wallets** allow you to find pencils, pens, money etc. more easily.



6. **Colour code your school timetable and exercise books** to help you pack your school bag more easily. Colour coded timetables can make it easier to see which subjects you have each day (further details are included in this book).



7. **Use visual, pictorial planners** to ensure that you have the equipment you may need each day. Sometimes looking at pictures can make it easier to organise yourself (further details are included in this book).

8. **Make out a 'To Do' list** to remind you what and when things have to be done, then cross things off as you complete them. You should make sure that your list is achievable as if it is too long it may de-motivate you



9. If you find it difficult to remember where things are kept in your room, you can put labels, pictures or photographs onto your drawers and cupboards, as a **visual reminder**.



10. Lay out your school clothes the night before.

11. **Always allow 'extra time'** to complete tasks as it usually takes longer than you would think!

12. **Don't take everything for every subject for school.** Make sure you only take what you need for the subjects you will have on that day.



13. **Identify a place in the house for storing your school books** which can be kept in an orderly fashion thus making finding them again easier.



Don't panic! Lots of people find planning and organisation a bit of a nightmare at times and we all use different strategies to cope. Plan ahead as much as possible and **don't be afraid to ask for help** if you are having difficulties.

