



## Getting and Staying Organised

Organisational skills indicate one of the sets skills we develop as we grow up. Examples of applying our organisational skills are:

- Planning – reflect on the most logical and efficient ways to attempt and complete a certain task
- Time management – ability to closely estimate the amount of time it will take to complete a task
- Prioritising - starting a task at home/school/work instead of ‘dragging feet’
- Impulse control – waiting my turn to access a preferred item/activity; not lashing out when angry
- Problem solving – Doing undesired chores on time in order to receive positive feedback

Adults almost always view poor organisational skills as laziness, lack of motivation, or just not caring enough to do ‘what is expected’. Young people often struggle to keep their bedrooms organised and starting tasks early enough to get them done on time. This process is often equally frustrating to the young person, as most of the time they are not being disorganised on purpose. Many times they are trying to do the right thing, but somehow they just don’t have the ‘know-how’.

Sometimes these difficulties can be caused by other psychological issues that may impact on the executive functioning of the brain. These may include ADHD, ASD, Anxiety or Mood Disorders. In these instances the young person may view a supposedly easy task as a mountain to climb. If a lack of organisational skills are significantly impacting on the young person in your care, a professional evaluation may indicate personal strengths and weaknesses, and can further provide a structure to teach the preferred strategies.