Organization Problems

Organization is the ability to use your time and effort in a productive way to complete tasks. If you have trouble with organization, you may have problems keeping up with a schedule or putting important goals first. You may have problems with starting tasks or switching from one task to another. You may feel anxious, sad, and frustrated. The use and repeated practice of the following tips can be helpful:

1. Reach out to parent(s)/caregiver(s), counselors, and/or teacher(s) to ask for support.

2. If you find yourself feeling frustrated, use a mindfulness technique to take a break and focus on your five senses. First, notice five things you can see around you. Second, notice four things around you that you can touch. Third, notice three things you can hear. Fourth, notice two things you can smell. Finally, notice one thing you can taste.

3. To keep track of different dates (classes, court dates, therapy, etc.), you can use a notebook, planner, or the digital calendar or reminder app on your phone. You can review the tasks on your to-do list with a parent or caregiver to keep you on track with completing them.

4. If you have a hard time finishing a task, try breaking it down into small and simple steps on a list. Cross off each step as it is completed. One strategy you could do is the "Get Ready, Do, Done" model. First, decide what you want TO DO. Second, imagine how it would be DONE. Third, think of the STEPS to complete the task. Finally, get what you need to be READY.

5. Sleep is essential for organization. You should review and use the attached sleep checklist to promote better sleep.