

ORGANIZATIONAL TIPS & STRATEGIES
Dr. Jane Indergaard, RN – Red River Valley CHADD - 2023

<u>Daily Routines, Rituals, Schedules</u>	<u>Externalize Time</u>	<u>Black Holes</u>
<p>*Establish Routine or Schedule/ Habits **Prompts - Picture Charts & Lists Takes 2 months (66 days) to make a habit</p> <ul style="list-style-type: none"> - Transition Time getting up - Effective Alarm Clock - Inside the bedroom duties** - Outside the bedroom duties** - Once outside the bedroom, no going back <p>- Start late afternoon or evening (when HW done)</p> <ul style="list-style-type: none"> - Prepare backpack / brief case the night before - “Park” the backpack/ bcse - Select & Prepare Clothes for the next day - HS Duties** - Showers/baths at night 	<ul style="list-style-type: none"> ■ Analog Clocks, Watches Best ■ Count Down Clocks ■ Egg Timers ■ Alarms, Timers (on electronics) 	<p>Determine – a place for everything and everything in it’s place! Patience, time, persistence. Stay positive. Reasonable Trial Period – don’t be too quick to give up; but reevaluate if absolutely not working.</p> <ul style="list-style-type: none"> ■ Backpack ■ Planners ■ Bags ■ Bifold Folders ■ Accordion Files ■ Electronic Documents ■ Voicemail/ Email Reminders ■ Lockers (home) ■ Bulletin Board/ White Board ■ Bedroom Bins ■ Visual Organizers or Checklists at desk, bedroom or locker
<p><u>The Office / The House</u></p> <ul style="list-style-type: none"> ■ Paperwork- touch it once; store it visibly in separate folder/file ■ Mail - pitch immediately, then sort ■ Files - keep simple/ reachable - immediate/daily vs. long-term ■ Email - scheduled checks; answer directly; to-do file; print hard copy <p>Must set up consistent time to address - respond - or sort. Stop the "save just in case". Are electronic filtering systems too. But have to set them up.</p>	<p><u>Stuff & Clutter</u></p> <ul style="list-style-type: none"> ■ Become the bag lady ■ Accordion Folders ■ Bifold Folders ■ File Boxes ■ Clear Bins & Boxes ■ Key Bowls/Spot <p>Parking Spot Transition Stations Landing Pads</p>	<p><u>Pattern Planning</u></p> <p><u>Pattern Planning</u> - put things on automatic cycle - or - schedule Ex. Auto bill pay, auto renewal (just keep a list and track once/year) Ex. Schedule hair, dental, annual medical appointment same date/time annually</p> <ul style="list-style-type: none"> • Big job – break into small tasks, and have checkoff list; use picture of final product • Long term Project – break into shorter goals and earlier deadlines

- www.sucessbydesign.com
- www.containerstore.com
- www.timetimer.com
- www.thekidorganizer.com

Ari Tuckman - More Attention, Less Deficit: Success Strategies for Adults with ADHD
Judith Kolberg & Kathleen Nadeau - ADD-Friendly way to Organize your Life
Martin Kutscher & Marcella Moran - Organizing the Disorganized Child
Joyce Cooper-Kahn & Laurie Dietzel - Late, Lost, and Unprepared: A Parent's Guide to Helping Children with Executive Functioning

Red River Valley CHADD – January Educational Support Meeting – Ten Tips for Organizing and Structuring the Life of a Child/Adult with ADHD

1. Identify and write down where the problem areas are.
2. Come up with specific remedies for each problem area. Practice until a habit! Give it time!
3. Make use of concrete reminders– lists, schedules, alarm clocks, etc.
4. Provide whatever prompts, devices, tools they demonstrate can help (experiment with different plans and devices)
5. Incentive Plans are fine! (they are not “bribes” but rewards & positive reinforcement which ADHD kids thrive on!).....
ex. When/then (tie into an advantage for them!) ex. Ready in time = 30 min screen time.
6. Give *FREQUENT* feedback – specific, timely (I like how you put all your items by the door last night. It saved you time this morning, and you got to fit in breakfast.)
7. Give Responsibility wherever possible – that is Natural Consequences once you are sure they are capable of completing the responsibility...and then problem solve for “next time”.
8. Make copious use of praise and positive feedback!!
(Great job! How smart to... You’re a rockstar. Wow you did that all on your own. That was nice of you to. I like it when you...)
9. Negotiate, don’t struggle! – Always use a problem-solving approach. No blame, shame.
Ex. This isn’t working. How can you/we x,y,z so that we aren’t (late, frustrated, in trouble, etc.)
10. Adults- Niche/Hire out. Kids - Consider a coach or tutor for outside schoolwork – so that you can be the parent, not the supervisor-tutor-badgerer- teacher. (Want to preserve your relationship at all costs!)