

Organisational skills

What is it?: Essential components of organisation are motor planning, body awareness, timing and memory. Organisational skills are the basis of daily routines. Routines are a sequence of actions that make up a whole task. Organisational skills influence the children's ability to organise themselves in different daily and learning activities. Children may have difficulties with:

- Organisation of self and belongings
- Preparing for the school day
- Presentation and layout of work
- Performing practical tasks
- Learning new skills



Why is it important?: Organisational skills are essential for developing independence. It is important for a child to become responsible for themselves and their belongings.

How you can help:

- A joint approach, is essential, between home and school
- Help develop consistent routine at home, regular practice of the activities / routines
- Involve the child in planning their day/week
- Ask questions about what the child is going to do, how they are going to do it and what they need rather than telling them what they need or what they have forgotten.
- Give one direction at a time. Avoid overloading
- Check that the child has fully understood what is expected of them
- Use diaries, visual prompts. Include the child in setting this up e.g:
 - ✓ The use of a blackboard or whiteboard in a prominent place within the home
 - ✓ Set them up when there are no time constraints
 - ✓ Encourage the child to photograph belongings to create a visual checklist - can be put on the back of the door when leaving the home / bedroom as a visual prompt / check to ensure they have everything
 - ✓ Flow chart / Check list of daily routines e.g. getting ready for school – e.g. wash, dress, breakfast. Break it down as much as needed e.g. break down wash to: clean face, dry face, put towel back on the rails, brush teeth, brush hair etc



- Gross motor activities, which require sequences of movement e.g. aerobics, dancing, martial arts, obstacle courses
- Problem solving games and puzzles e.g. Rush Hour, word searches,
- Give lots of positive feedback, try not to get frustrated / annoyed with the child if they do something wrong.