Organisational Skills

## What are organisational skills?

Organisational skills influence how you manage, perform and sustain different daily and living activities. Prioritisation and time management are two different examples of organisation skills.

## Why are organisational skills important?

Organisational skills help people develop independence and responsibility for themselves and their belongings.

## How can schools help students with organisational skills difficulty?

* Encourage students to think about what they are doing/going to do. They may want to close their eyes to visualise tasks before doing them.
* Talk activities through with students, including what the end result is, as well as the sequence leading up to it, and support the student to problem solve if necessary.
* Suggest the use of diaries and daily check lists/flow chart for the student and make sure to involve them when setting these up.
* Ensure any approaches are joint between the student’s school and home; if required, help develop consistent routine at home.
* Avoid overloading students with lots of information at once; instead give one direction at a time and check they have understood what is expected of them. Repetition can be helpful.
* Consider different resources and strategies with the young person that may reduce the amount of auditory memory expected of them and support them with organisation of information. Suggested examples: task plans, sequence boards, visual timetables, subject specific dictionaries, Post-it notes, digital recorders/Dictaphones, smartphone apps.
* Give students lots of positive feedback.