

ORGANIZATION FOR PROFESSIONALS



Organization is the ability to use time, energy, or resources in an effective way to achieve goals or complete tasks.

LOOK FOR:

- Often late for appointments/misses deadlines
- Difficulty remembering scheduled tasks
- Inconsistent medication management
- Inability to track date and time
- Challenges attending to one task at a time/completion

ORGANIZATION ACCOMMODATIONS FOR PROFESSIONALS

- Suggest using a notebook, planner, or the use of a digital calendar or reminder apps on their phone or watch to manage their schedule
- Review appointment dates and times with the individual at the end of each meeting
- Schedule recurring appointments on the same day/at the same time
- To help individuals transition between meetings or tasks, use a timer or give verbal warnings (*e.g., "you have 5 more minutes to get coffee before group starts"*)
- Help break tasks down into smaller, simple, and realistic steps, and encourage them to cross off each step as it is completed



CITATIONS

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