



An Introduction to Planning and Organisation

Many people have difficulty with daily tasks, particularly with time management and general planning and organisation.

What are organisational skills?

- The ability to plan for the day ahead
- To prepare for individual tasks
- To identify the right tools for the job/ task
- To effectively carry out the task
- To be successful in completing the task

How do we do this?

- Identify what the task is
- Who has to do it?
- What do you need?
- Where is it to be done?
- When is it to be completed by and how long will it take to complete?

Which skills do we need to help us to plan our 'school' day?

- Packing/unpacking bag
- Preparing for timetabled subjects
- Making sure that you have the required books for each subject
- Check that you have the required tools for practical subjects
- Following timetable
- Finding your way around school
- Getting to transport on time

What can help us to plan and organise ourselves?

- Visual Prompts e.g. notes, pictures, photographs etc.
- Planner/diary
- Calendar
- Timetable
- Visual Schedules
- Environmental Prompts e.g. labelling cupboards, drawers



Sometimes simple, straightforward ideas can help to make life easier, both at home and in school.

This book contains a variety of ideas which you might find useful. It may require a bit of trial and error to find out what works for you, as we are all different, and what works for one person doesn't necessarily work for another. But remember, that putting in a bit of time and effort now, can give you strategies which may make your life a whole lot easier, and please try to remember this helpful mathematical equation:

$$[\text{Good Planning}] + [\text{Organisation}] = [\text{Less Stress}] = \text{Happy Bunny!}$$



Whilst reading through the book, remember to look out for the  **Handy tips.**

You can also work through the activity tasks to help you with your own planning and organisation skills.