

Attention, Organisation and Time Management



BREAK GOALS INTO SMALLER CHUNKS

Breaking tasks into smaller more manageable goals so you have a smaller piece of work that you need to concentrate on, can really help with maintaining attention and should help you to be able to concentrate for the full task.



EVERYTHING IN ITS PLACE

Try to get into the habit of placing items that you always use in the same place when at home or away. Use labels to help you remember where to put things.

If you need to remember to bring things with you somewhere, pack the bag the night before, so that you are organised and less likely to forget things.



ROUTINE


Making sure you have some sort of routine is a great way of getting used to the passing of time, and improving your time management.

Keeping certain things at the same time, makes it easier for you to track your time.

CALENDAR/DIARY/TIMERS

Try use a calendar or diary (this can be a visual timetable).


You can do this on a smartphone if you have one and set reminders and alerts to help you to remember important things throughout the day.



AUDIO REMINDERS

Use audio reminders, such as timers and alarms, these can help as prompts/reminders.

Timers can be used to help you maintain your attention on a task. Set a 20 minute timer so you know this is how long you need to focus before taking a break.



DISTRACTIONS

When you are trying to listen to instructions or have an important conversation, don't be afraid to ask to have this in a quiet setting, so that you can focus on what is being said to you.

Ask if you can wear headphones if you need to concentrate in a noisy settings, ask for instructions to be given in writing as well as verbal if this helps you.

