

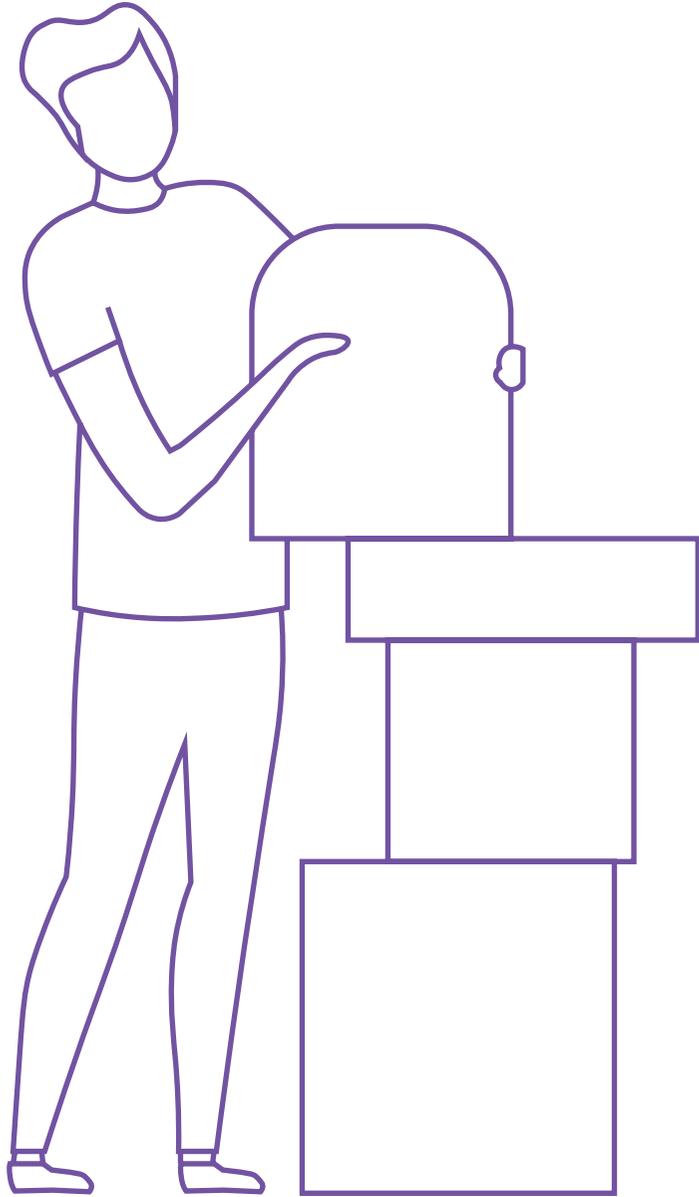
#weareNHFT



Northamptonshire Healthcare  
NHS Foundation Trust

# ORGANISATION AND TIME MANAGEMENT TIPS

MAKING A  
DIFFERENCE  
FOR YOU,  
WITH YOU



## GET ORGANISED

It can be difficult to make plans for the future and organising one's life when it comes sequencing tasks.

## STRUCTURE

Structure allows me to put some of my live on automatic pilot and reserve creativity, memory, and novelty for more important areas.

People on the autism spectrum can especially benefit from building structure into their lives as dealing with change can be difficult. Having well defined tasks for the day or week ahead can help.



## USE A WHITEBOARD TO PLAN

A visual planner can keep me on track and help me to easily re-plan activities if something changes.

Mentally re-planning can be challenging, so make sure there are some free slots to account for this.

# SOME ACTIVITIES WILL ALMOST ALWAYS BE THE SAME



Sleep can be properly regulated by always going to sleep and waking at set times.



Meal times can be at set times and never skipped.



Arrange a weekly plan for exercising and any other activities meaningful to me.

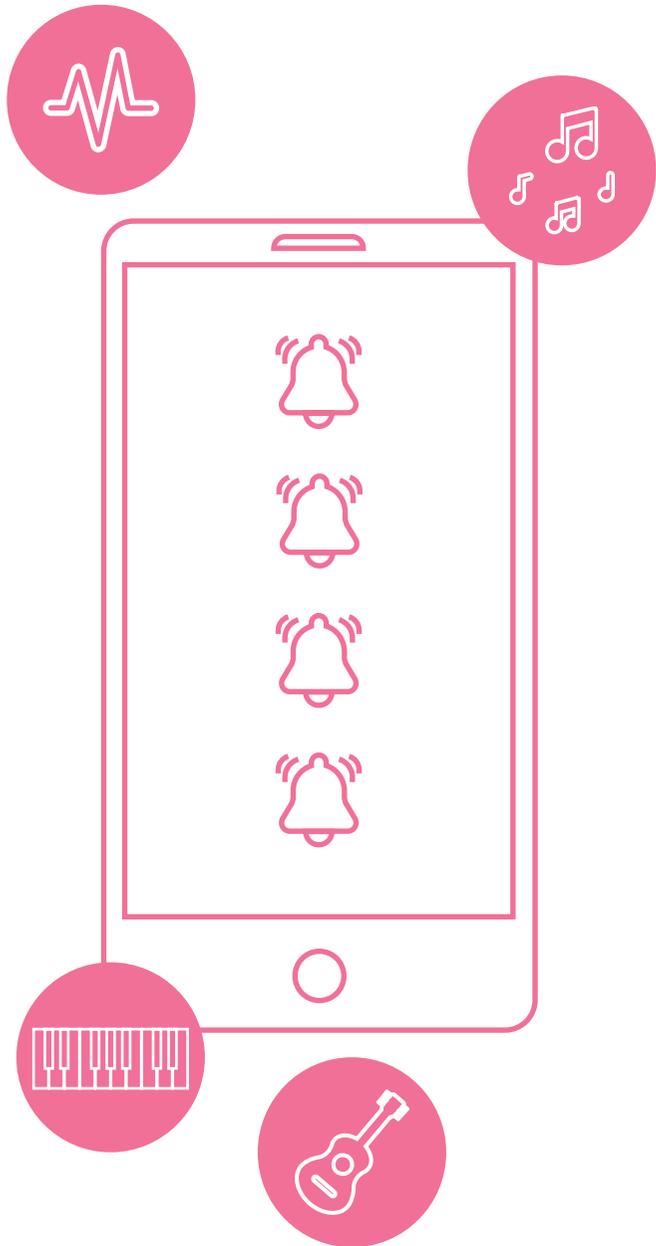
**ALLOW FREE TIME:** I need blocks of 'free time' wherever I can—I will be more likely to follow my schedule if I have some flexibility.



## BE AWARE OF TIME SUCKING ACTIVITIES

These are activities I get lost in.

Make a list and avoid these activities when you have other commitments.



## SET MULTIPLE ALARMS

They are a simple tool to make me aware of time. They jolt me out of what I am doing. Set several if I need to!

## MIX IT UP

Change the sounds of my alarms for different activities, e.g. quick and loud for medication, fast paced for important event etc.

Varying alarms make them more difficult to ignore.



## BREAK DOWN BIGGER TASKS

Getting ready in the morning for example can be overwhelming. Think about the small tasks involved e.g. cleaning my teeth and then the next small task etc.

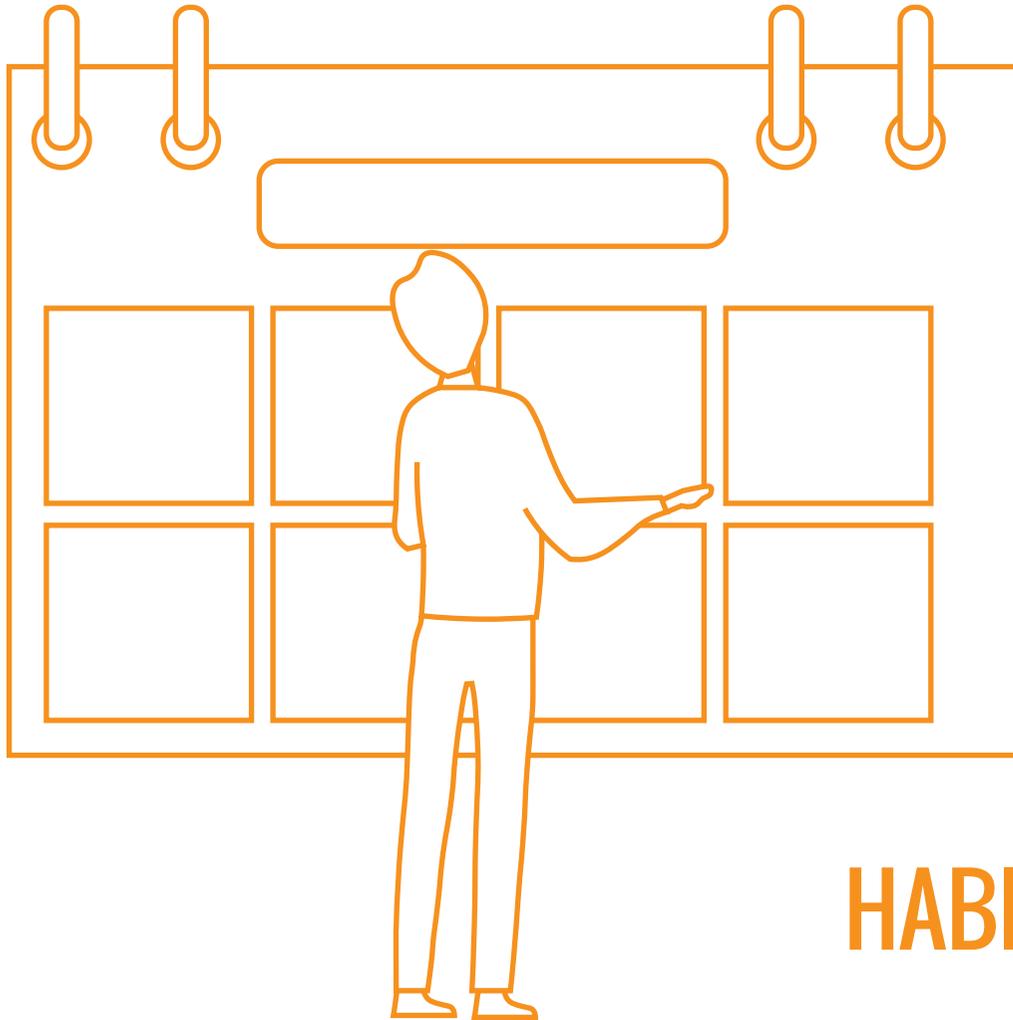


## SEE THE PASSING OF TIME

Change from digital to analogue clocks and/or get a kitchen timer that shows time passing. The time you have left will visibly disappear.

## EXPLORE TIME MANAGEMENT APPS

Activity timer breaks time into easy chunks, Timetimer gives you a sense of how much time has passed. There are other ones like StayonTask and 30/30.



## HABIT

Get into the habit of checking your schedule at the beginning of every day or the night before.

# RE-CAP OF ORGANISATIONAL STRATEGIES

## CREATE

a weekly  
visual  
structured  
routine

## USE

a whiteboard  
to plan and  
adjust my  
routine

## ALLOW

for space on  
my routine  
for free  
time and for  
when change  
happens

## BE AWARE

of time  
sucking  
activities,  
avoid them or  
use an alarm  
before starting

## USE

multiple  
alarms  
if that is  
helpful and  
use different  
ring tones

## BREAK

bigger  
tasks into  
smaller ones  
to make  
them more  
achievable

## SEE

the passing  
of time with  
an analogue  
clock

## EXPLORE

time  
management  
apps

## GET

into the  
habit of  
checking  
your  
schedule  
each day



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বা ভাষায় প্রয়োজন হয়, তবে অনুগ্রহ করে

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