

Organisation of Everyday Tasks

Some children (and adults) can find everyday tasks quite challenging because they struggle with the planning and organisation of a task rather than the practical elements of the task itself. This can have an impact on many different daily activities but there are some useful strategies that can be put in place to make things easier.

General Strategies

- Label drawers and cupboards, this will make it easier for your child to find things and for children to know where to put them back (if your child struggles with reading you can use pictures)
- Allow extra time for doing challenging tasks (e.g. dressing), avoid rushing as this increases the pressure and feeling of disorganisation.
- Give step by step instructions and be consistent in using the same clear, simple language.
- Use visual clues to help children and young people with organising and sequencing an activity, e.g. see tooth brushing pictures below to demonstrate the sequence of the task (The Twinkl website <https://www.twinkl.co.uk/home-learning-hub> has lots of useful resources).



- Create your own visual schedules together (like the pictures above) by taking photographs of your child's items; this is often more effective and can be created for all sorts of tasks (e.g. making a cup of tea, washing your hair).
- Use the calendar function on your phone or use organisational apps to help keep you on track, these can be especially useful for school and homework (see list below).

Useful Apps

Daily organisation



Remember the milk

This is a To-do list app that allows you to set subtasks and reminders and share lists with family members. It's available on iOS and Android and you can also login to it from your laptop!



TickTick

Another to-do list app that can be used for school and home, with the added benefit of being able to add photo's and documents, as well as set the priority level. It also has voice input! Available on iOS, macOS, Android and Windows.

Organising school work



iHomework

An app to help students plan and organise their homework and not leave everything till the last minute. You can set homework priority. Available only on iOS, macOS and apple watch.



iStudiez Pro Legendary Planner

This app allows you to add your timetable as well as homework. You can colour code your subjects and add your teachers, it's easy to navigate and it syncs with your calendar. Available on iOS, macOS, Android and Windows.



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Having a Shower (step-by-step)

1. Before I turn on my shower I need to check that the temperature is right on the dial (If I'm not sure, I must ask an adult).
2. Turn on the shower and check the water with my hand before getting in.
3. I get into the shower or the bath and I need to wet all of my body and my hair with the water
4. Next I need to put some shower gel or soap on to my sponge or flannel and rub all of my body with the sponge. I must spend more time washing these bits...



Arm pits
Private parts



5. Then I need to rinse off the soap with more water. I need to keep rinsing until all of the soap has gone and the bubbles have disappeared.
6. If I am washing my hair I need to put a blob of shampoo into the palm of my hand.
7. Then I need to rub it on to the top of my head and the back and sides of my head, massaging it with my fingers until my hair goes really bubbly.
8. I need to wash off the shampoo with clean water until all the bubbles disappear (I can check this in a mirror).
9. Now I can get my towel and dry myself.
10. Before I get dressed I must put some deodorant under my arms. This will help to stop me sweating and help to make me smell nice.

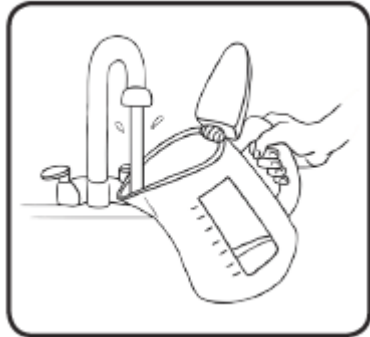




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Making a Cup of Tea – Step by Step



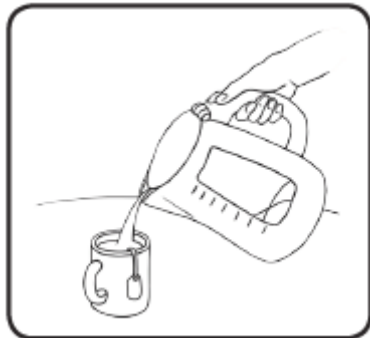
Fill up the kettle with water.



Turn on the kettle.



Put a teabag into the mug.



Pour the boiling water into the mug.



Remove the teabag.



Pour in the milk.



Enjoy your cup of tea.