



being organised

Use this space for your own notes and thoughts.

2.6 Being organised

Life is busy, there's no doubt about it, but making your life more organised can help you be a better self-advocate, as it will reduce your stress levels and boost your ability to cope with the challenges that come your way.

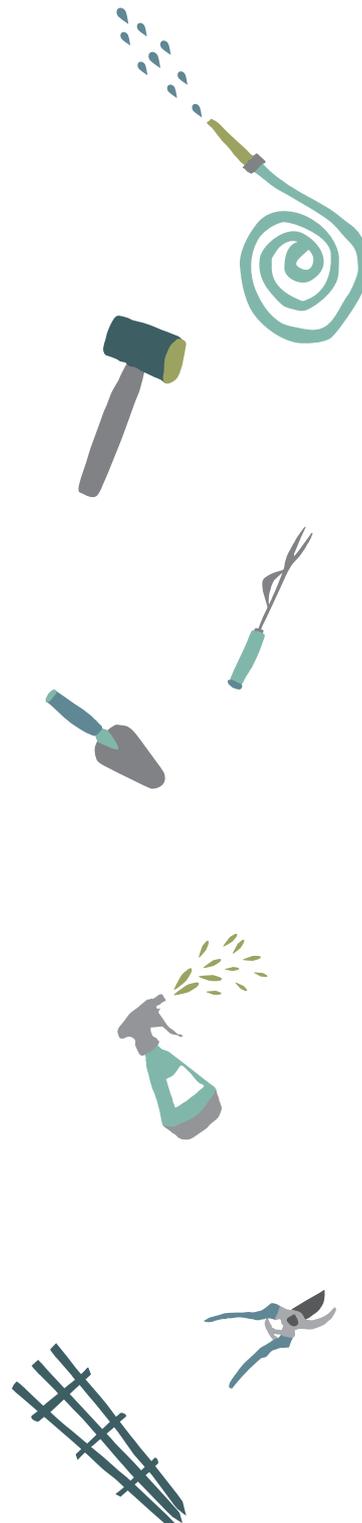
Here are some suggestions:

- Write things down, make lists and use one calendar or diary.
- Do one task at a time, break them down into smaller steps and consider setting a timer for five-to-ten minutes.
- Include things on your task lists that you know you'll be able to do successfully – this will give you some sense of achievement.
- Cross off items as you do them. Celebrate small wins any healthy way you like – this could mean having a cup of tea, watching a movie or buying a new item of clothing.

Try and have some sort of daily routine, even if it goes pear-shaped.

Set your intentions at the start of each day.

- If things go off track, allow them to happen and adapt as best you can.
- If you like using Apps, there's a huge range of Apps available. Search something like: Apps for organisation.
- Recognise that it's ok to say 'no'.
- De-clutter and organise your paperwork. Keep emergency information readily available (see page 61 for emergency planning).
- Keep a journal that documents key events, outcomes from discussions with service providers and questions you might have.
- Be realistic about what's achievable. For example, you might not get your son to the appointment today, but you could start a conversation with him about why this could be helpful.



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