

Notes
TeleProgram -Setting Your Sight on the Future
Week 8 – Organization
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Executive Function Disorder can impact organization skills:

- **Associative Learning** – Children with SB do well with “pairing”. Learning by association- good memory skills, impressive vocabulary, good readers, good conversationalists. As children age more demands are made for higher functioning learning.
- **Assembled Learning** - has to do with drawing meaning from inferences. Assembled learning has to do with difficulty in learning procedures and applying them consistently. Problems with this may show up in 3rd/4th grade and persist into adulthood. *Independent living has more to do with Assembled Learning.*

Planning for Success-Notes from Julie Yindra, Disability Services Hofstra University

- NonVerbal Learning Disability is a cluster of strengths and weaknesses.
- Most people have a variation of these and may show pretty good skills early in life.
- Visual/spatial skills may be a weakness.
- Memorizing math doesn't necessarily mean you understand how to apply (Assembled learning)
- Social “cues” of reading faces and social interaction may be difficult.
- Practicing skills can be helpful

5 Step Process in Planning for Success

1. **Anticipate** – Think ahead, What do I have to do today, tomorrow. What do I need?
2. **Make a Plan**- Write it down.
3. **Rehearse It** – Go through the actions, become familiar with the plan and challenges. (example- Chris looked up route to Washington DC on Google Earth to see the route before driving)
4. **Execute Your Plan** – Talk yourself through it and develop confidence.
5. **Evaluate** – What worked, what didn't and why?

Organization Tips from Jennifer Hofmann, Professional Organizer in Oregon
www.inspiredhomeoffice.com

Change your thinking to –Organizing is like laundry—a continuous chore.

Tools for Getting Organized –

1. **Landing Spot** – a designated place to collect. A consistent place where papers/mail go until ready for processing. Processing means deciding where or what to do with it. Visit the landing spot often and sort.
2. **Desk Top or Table** – to take container and process paper/file/ write bills.
3. **Calendar** – Keep updated with when things are due, appts., Find a home for calendar and refer to it frequently.

“Friendly Ways to Organize Your Life” by Judith Kolberg and Kathleen Nadeau

According to Dr. Nadeau, problems with planning and organization are among the biggest challenges for people. **Organizing involves the 3 S's – Strategies, Support, Structure**

- Work with a timer
- Don't let clutter accumulate. CLEAR as soon as you clutter.
- Get in habit of tidying up as you go.
- Choose one organization project and get it all done
- Create a schedule for tasks each week.

SPINA BIFIDA

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Make Organizing appointments with friends. –Kim Patton is interested in getting some folks together by email or facebook to check in with each other while tackling big organizing project. Contact Kim to participate – winnie7727@aol.com