

Notes
Tele Program: Setting Your Sight on the Future
Week 9– Building Your Foundation
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Universal Design

The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.

Visitability

Visitability is a movement that is growing nationwide. Visitability contains three elements to ensure access.

1. At least 1 zero step entrance
2. All main floor doors, including bathrooms, have at least 32" of clear passage.
3. At least a half bath on the main floor.

Create an Environment for Success

An environment is the circumstance or conditions that surround you and affect your behavior and development.

- Use the "buddy system" to tackle a big job of de-cluttering. Connect with friends on Facebook at intervals and check in with each other on your progress. *Kim (winnie7727@aol.com)*
- Use www.flylady.com for encouragement and daily chores to do in manageable 15 minute steps.
- Use a smart phone to keep track of meetings , appointments and calendar.
- Use folders, binders, and file cabinet to keep track of important papers and documents.

Mental Environment – Mental space can be cluttered with negative thoughts causing unhappiness .
Tips for shaking negative thoughts –

- Good night's sleep
- Good nutrition - eat something and drink milk, water, fresh fruit.
- Stay away from people that are negative to your ideas.
- Make friends with people that you have something in common with.
- Use your spiritual belief system – your faith, prayers, meditation.

Power of Habit – It takes 21 days to establish a good habit. To break a habit you need to replace it with something that will give you a similar reward.

Organization - from Jen Hoffman www.Inspired Home Office.com

The biggest challenge in getting organized is getting STARTED. The problems are being too busy and being overwhelmed. Change your thinking to –*"Organizing is like laundry – a continuous chore"*

ADD Friendly Ways to Organize Your Life by Judith Kolberg & Kathleen Nadeau

Prioritizing Tips:

- Take time for quiet reflection. Step back and look at the big picture. Think about what has to happen that day and visualize doing it.
- Limit choices and distractions.
- Rotate priorities
- Total up a time budget. Be realistic about how long something will take. Add everything up to see how much time you need to dedicate to 1)health maintenance 2) the everyday process of keeping organized.