



Organising your environment

Strategies for keeping you organised throughout include the following:

- Keeping things needed every day in the same place
- Putting phones and devices in the same place and charging when not in use
- Using a large notice board/ white board and making plans
- Having a special place to keep objects which tend to go missing (e.g. keys and sunglasses)
- For things that are used together, store them together (e.g. the coffee, cups and the sugar bowl next to the kettle)
- Labelling or colour-coding cupboards, boxes, and drawers as a reminder of where things are kept
- Use alarms and timers to help keep track of time.