Improving Organizational Skills After a TBI
What does it mean to be organized?

Organization involves the ability to store items and information in logical places so we can locate them later.

It also involves the ability to put all the steps of a task(s) in the correct order and changing the order of the steps, as needed, so the task can be completed.
Why Be Organized?

The ability to be organized is a necessary skill to have in everyday life. Having organizational skills allows us to:

• Manage a job
• Stay focused
• Remember our appointments
• Maintain Relationships
• Keep Our Home Clean
• Reduces feelings of stress and anxiety
Organization after a brain injury
Why is it hard for me to be organized?

The ability to be organized after suffering a TBI is often difficult because it requires the ability to:

• Think ahead
• Concentrate
• Remember
• Gather and sort information
• Set priorities
If damage to the frontal lobe has occurred, than one will often have problems with their executive functioning skills, such as the ability to organize.
Signs that you’re struggling with organization

• Having a hard time starting or finishing a task
• Only doing one task at a time
• Having a hard time with tasks that were once easy
• Difficulty trying new ways to do things
What makes organizing difficult?

• Fatigue
• Too much information to sort through
• Stress
• Doing too many things at once
• A distracting environment
• Not familiar or clear with assigned tasks
Strategies to improving one’s organizational skills

- Minimize distractions
- Follow a routine
- Focus and complete one task at a time
- Use organizational strategies
Organizational Strategies: Low Tech

• Timer- watch or kitchen timer
• Dry Erase Board
• Calendar or Day timer
• Post it notes
• Voice recorders
• Camera
Tools and Devices for organization: High Tech

- Smart Phone
- Tablet
- Computer
- Live Scribe
Using an Organizer

Put all information in ONE book or electronic organizer. Include the following:

• A monthly planner for appointments
• A short to do list
• Shopping list
• List of medicines
• Phone numbers & Addresses
Tips if you are getting overwhelmed

• Make a list of the tasks you hope to accomplish that day.
• Check off items as you complete them as it will give you a sense of accomplishment.
• Complete more difficult tasks when you have the most energy.
• Modify your tasks or divide them into smaller tasks.
• Schedule and take breaks.
It won’t happen overnight!

• It takes time and consistency to become organized

• You might have to try more than one organizational system before you find WHAT WORKS FOR YOU.

• When in doubt or feeling overwhelmed, ASK FOR HELP.
Resources

See resource packet for training options, applications, and resources
Contact Information

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