

Transition Tuesday



**Time Management and
Organizational Skills for
Self-Advocates**

Kentucky Special Parent Involvement Network, Inc. (KY-SPIN)

- Family Driven
- Non-Profit 501(c)3



We do NOT:

Act As Attorneys or Advocates

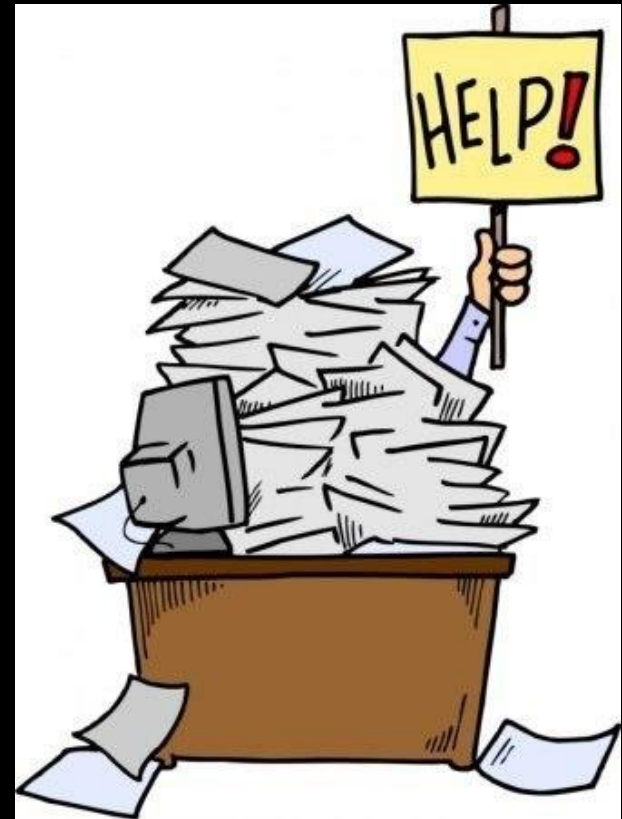
We DO:

Empower Individuals and Families to Effectively Advocate

Provide support to access needed information and resources

Lend a listening ear

Does this Look Familiar to You?



How about this?



Good News!

Time Management and
Organization are SKILLS
that can be learned!

Everyone uses time
management

Everyone uses organization
skills



Time Management

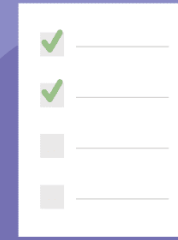
TOP TIME MANAGEMENT SKILLS



Prioritizing



Scheduling



Keeping a To-Do List



Resting



Delegation

What is Time Management?

Time management is the process of organizing and planning your time between different activities



Time Management Strategies

- Planning
- To-do list
- Prioritizing
- Focus
- Schedule breaks

PRIORITIZED TASK LIST	
HIGH PRIORITY TASKS	DATE DUE
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LOW PRIORITY TASKS	DATE DUE
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ADDITIONAL TASKS	DUE DATE
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Time Management

Learning **time management** can be challenging for everyone.

Ask yourself:

Who's in Control?

- Are *you*, or are *events* in control of your time?

Where am I now?

- Keep a log for a week detailing all activities throughout the day (This will allow you to see how your time is actually spent)



Time Management continued...

Where am I going?

- Based on your log, if you continue like this, what will be the result?
- Decide if this is where you want to go.

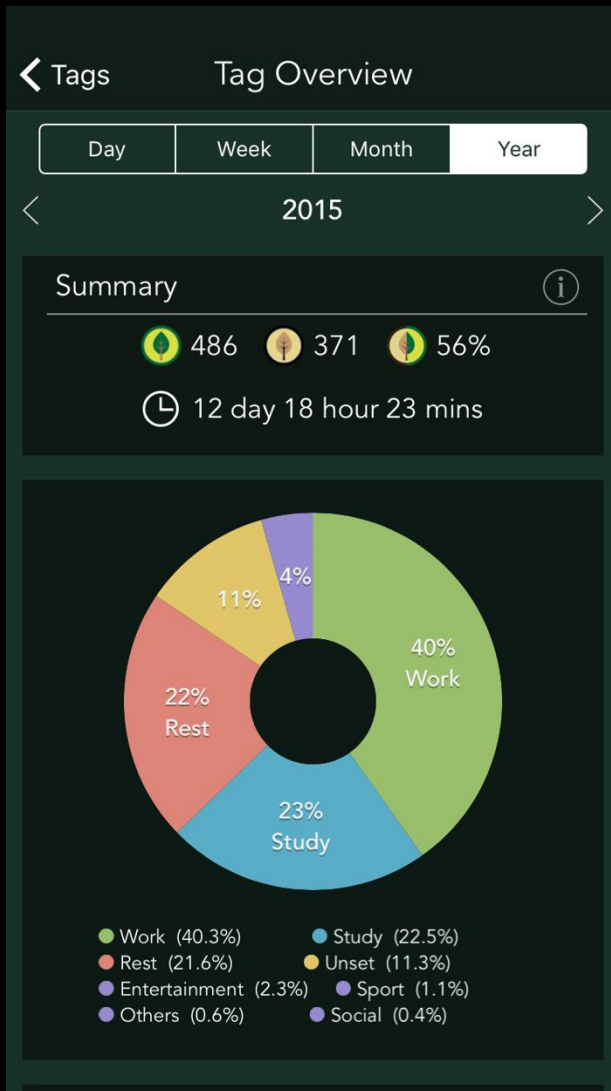
Where do I want to be?

- What do you want/need to accomplish/achieve in the future?
- You can change habits and discipline yourself to accomplish/achieve where you want to be.



When you schedule your time, you control your life!

Time Management Apps



- **Forest** – a unique approach to staying focused. This app breaks tasks into chunks. If you stay focused your virtual tree will survive, if you don't stay focused.....
- **MyLifeOrganized (MLO)** – automatically generates to do lists and helps assign priorities.
- **Habitica** – Tracks your goals, to-dos and habits in a fun way with rewards and consequences

"Organizing isn't about being 'tidy' or throwing stuff away. It's about creating systems that provide access to the things we need to achieve our goals."

Julie Morgenstern

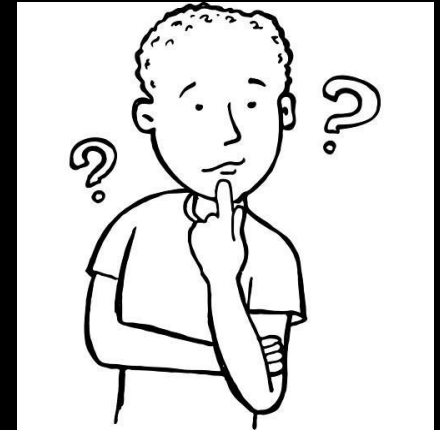
Section 1: Organize your Life!

Organization skills can be applied to any area of your life,
Home, Work, and School!

Start here:

Ask yourself...

- What do I need to keep?
- What can be trashed?
- What can I spend less time doing?
- What should I spend more time doing?

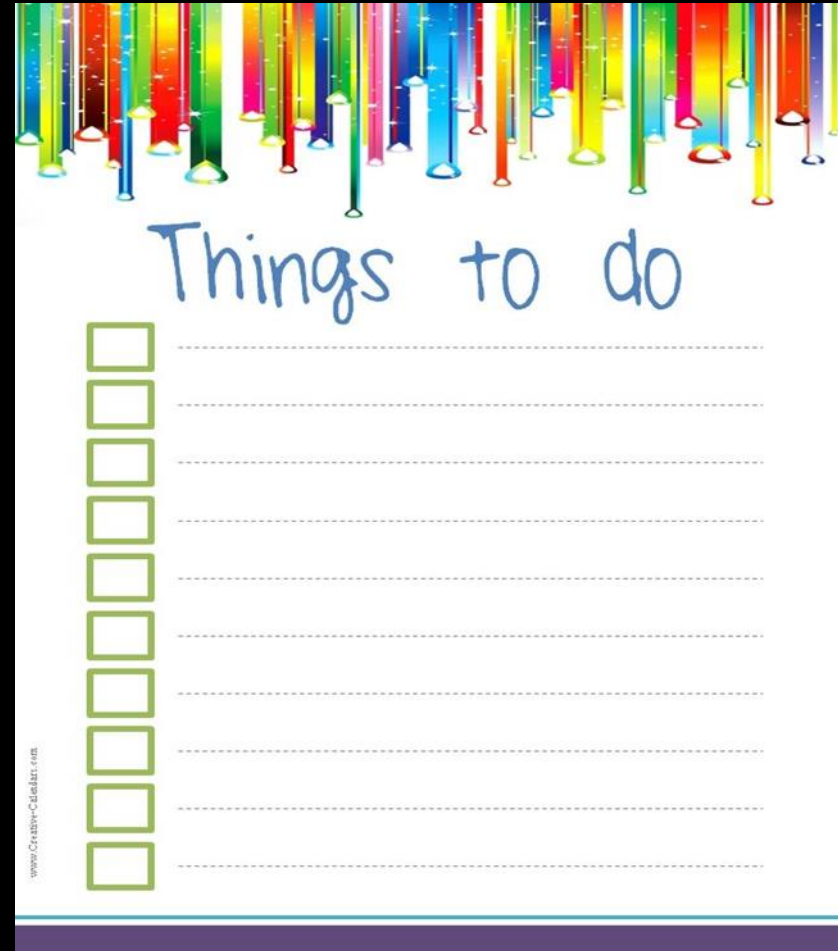


*Step back and look at what areas of your life
need to be changed first.*

Break Down your Tasks

Break down harder tasks into smaller tasks

- Natural order of occurrence
- Easiest to most difficult



Example of Breaking Down Tasks and Skills



I BRUSH MY TEETH

1

Squeeze toothpaste onto your toothbrush.



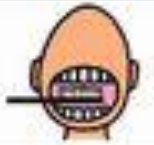
2

Hold toothbrush under the tap.



3

Brush your teeth.



4

Spit the toothpaste into the sink.



5

Rinse your mouth and smile.



Examples: School Related Tasks

Getting Ready for School

Turn on laptop	✓
Log in	✓
Check daily schedule	
Follow schedule	

Reading Assignment

1. Read pages 1-5
2. Take a stretch
3. Answer questions #1 and #2
4. Have Mom check your work
5. Go outside for 15 minutes

Using Organization Skills

- Use a small whiteboard or to-do list at your desk so you can see tasks as needed
- Have a once-a-week “clean out desk and backpack” day
- Write down start and end times for assignments as you complete them

Afternoon Routine – move quickly!


_____ Get out red folder 

_____ Get papers out of cubby

_____ Put papers in pockets of red folder 

_____ Put pencil box in cubby 

_____ Get Backpack and lunchbox

_____ Red Folder in backpack 

_____ Coat 

Done and ready to go by 4:00

Continue Using Organizational Skills by...



- Keeping your desk neat and clutter-free!
- Use a planner
- Make it a habit to break down your tasks.
- Use a timer to stay on task
- Download apps to your phone or other devices to assist with organization

Other Ways to Organize

- Organize projects by due date.
- Use a calendar. Use your smartphone in class as reminders as needed.
- Design a space in your room to keep the things you need daily.
 - Visit the space in the morning and afternoon.
 - Place homework in the space when finished each evening. Pick it up and take it with you each morning.
- Color-code tasks. Use colored post-it notes to prioritize assignments



Great Organizational Apps



- **Evernote** – a free app for iPhone and Android. This can help consolidate information that might end up on scrap pieces of paper.
- Use installed **phone calendar** or: **bublup** or **Remember the Milk**. These all use text reminders that are sent to phone.
- **Repeat Timer : Interval Reminder** can play chimes at regular intervals to help refocus.
- Use installed **phone alarm** to go off at certain times for reminders.

Other Areas to Consider...

Consider if any of the following tasks could be or are a challenge.

- Doing a load of laundry
- Completing a school project
- Keep track of time
- Make plans
- Make sure work is finished on time
- Multitasking
- Apply previously learned information to solve problems



Look for help or more information when it is needed

How Your School Can Help



- What is a 504 plan?
 - A plan developed to help youth with disabilities remove barriers for learning
- What is an Individualized Education Program (IEP)?
 - A program that is developed to ensure a student with an identified disability has access to special instruction and supports.

The organizational and time-management skills you have learned today can be applied to your IEP or 504 plan.

In Conclusion...

- Stay positive
- Move at your own pace
- Ask for help if you need it
- Be flexible
- Use technology
- Read and know your IEP or 504 Plan. Be an active member of your IEP or 504 team.



Still have questions?...



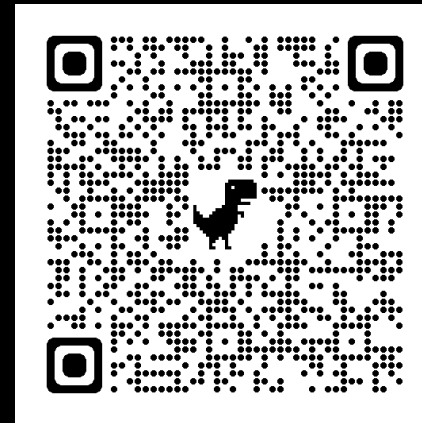
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Please complete our evaluation!

Evaluation Link: <https://forms.gle/sJeGmbj7gM4DSY9K8>