

HOW TO GET ORGANIZED

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LEARN HOW TO MANAGE TASKS

Break large goals, projects or tasks into smaller chunks to manage. It can be very stressful to start a large project - it may feel overwhelming or impossible. Using a task analysis approach, write down the steps of the overall project to manage one part or requirement at a time.

LEARN TIME AWARENESS AND SCHEDULING

Create to-do lists, calendar and watches/time different calendars (i.e. paper versus digital), complete. When done with the task compare to complete the task. This helps give feedback time accurately is an essential skill for long-term

LEARN HOW TO USE AN ORGANIZATION

Identify priorities, transfer to-do lists to schedule importance. Try using the Eisenhower Box Method First - First focus on important tasks to be Schedule - Important, but not-so-urgent tasks Delegate - What's urgent, but less important, Don't Do - What's neither urgent nor important

LEARN SELF-MOTIVATION TECHNIQUE

Create personal reward lists for self-reinforcement task within 20 minutes you would earn one of look forward to can help when you begin

USE THE WORKSHEETS THAT FOLLOW

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TASK ANALYSIS WITH TIME

PRACTICE ESTIMATING HOW LONG EACH STEP WILL TAKE TO COMPLETE. WHEN DONE WITH THE TASK COMPARE THE ESTIMATED TIME WITH THE ACTUAL TIME IT TOOK TO COMPLETE THE TASK. THIS HELPS GIVE YOU FEEDBACK ON YOUR PERCEPTION OF TIME.

STEP #	ESTIMATED TIME TO COMPLETE	ACTUAL TIME TO	DIFFERENCE
Step 1			
Step 2			
Step 3			
Step 4			
Step 5			
Step 6			
Step 7			
Step 8			
Step 9			
Step 10			

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EISENHOWER BOX METHOD

IDENTIFY PRIORITIES, TRANSFER TO-DO LISTS TO SCHEDULES/CALENDARS AND RANK TASKS BASED ON IMPORTANCE. TRY USING THE EISENHOWER BOX METHOD BY RANKING STEPS OR TO DO LIST BASED ON A 4 POINT SCALE.

DO FIRST - LIST IMPORTANT TASKS TO BE DONE TODAY.

SCHEDULE - LIST IMPORTANT, BUT NOT SO URGENT TASKS TO BE DONE LATER.

DELEGATE - LIST WHAT IS URGENT, BUT NOT IMPORTANT TO YOU.

DON'T DO - LIST WHAT IS NEITHER URGENT NOR IMPORTANT.

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PERSONAL REWARD LIST

WRITE YOUR OWN PERSONAL REWARD LISTS FOR SELF-REINFORCEMENT WITH GOALS. FOR EXAMPLE, IF YOU COMPLETE A CERTAIN TASK WITHIN 20 MINUTES YOU WOULD EARN ONE OF YOUR PERSONAL REWARDS. HAVING SOMETHING TO LOOK FORWARD TO CAN HELP WHEN YOU BEGIN TO FEEL UNMOTIVATED.

PERSONAL REWARDS:

GOALS:

1. When I complete:		→	I will:	
2. When I complete:		→	I will:	
3. When I complete:		→	I will:	
4. When I complete:		→	I will:	
5. When I complete:		→	I will:	
6. When I complete:		→	I will:	
7. When I complete:		→	I will:	

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HOW TO GET ORGANIZED

LEARN HOW TO MANAGE TASKS

Break large goals, projects or tasks into smaller chunks to manage. It can be very stressful to start a large project - it may feel overwhelming or impossible. Using a task analysis approach, write down the steps of the overall project to manage one part or requirement at a time.

LEARN TIME AWARENESS AND SCHEDULING

Create to-do lists, calendar and watches/timers to improve time management. Try out different calendars (i.e. paper versus digital). Practice estimating how long a task will take to complete. When done with the task compare the estimated time with the actual time it took to complete the task. This helps give feedback on your perception of time. Estimating the time accurately is an essential skill for long-term goals and planning.

LEARN HOW TO USE AN ORGANIZATIONAL SYSTEM

Identify priorities, transfer to-do lists to schedules/calendars and rank tasks based on importance. Try using the Eisenhower Box Method by ranking tasks based on a 4-point scale:

Do First - First focus on important tasks to be done immediately.

Schedule - Important, but not-so-urgent tasks should be scheduled.

Delegate - What's urgent, but less important, can you delegate to others?

Don't Do - What's neither urgent nor important, don't do at all.

LEARN SELF-MOTIVATION TECHNIQUES

Create personal reward lists for self-reinforcement. For example, if you complete a certain task within 20 minutes you would earn one of your personal rewards. Having something to look forward to can help you when you begin to feel unmotivated.

USE THE WORKSHEETS THAT FOLLOW TO HELP YOU GET ORGANIZED!

OVERALL GOAL:

BREAK LARGE GOALS, PROJECTS OR TASKS INTO SMALLER STEPS TO MANAGE. USING A TASK ANALYSIS APPROACH, WRITE DOWN THE STEPS OF THE OVERALL PROJECT TO MANAGE ONE PART OR REQUIREMENT AT A TIME.

Step 1	
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	
Step 9	
Step 10	

TASK ANALYSIS WITH TIME

PRACTICE ESTIMATING HOW LONG EACH STEP WILL TAKE TO COMPLETE. WHEN DONE WITH THE TASK COMPARE THE ESTIMATED TIME WITH THE ACTUAL TIME IT TOOK TO COMPLETE THE TASK. THIS HELPS GIVES YOU FEEDBACK ON YOUR PERCEPTION OF TIME.

STEP #	ESTIMATED TIME TO COMPLETE	ACTUAL TIME TO COMPLETE	DIFFERENCE
Step 1			
Step 2			
Step 3			
Step 4			
Step 5			
Step 6			
Step 7			
Step 8			
Step 9			
Step 10			

TO DO LIST

LIST WHAT YOU NEED TO GET DONE. IT DOES NOT HAVE TO BE IN ORDER.

EISENHOWER BOX METHOD

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DO FIRST - LIST IMPORTANT TASKS TO BE DONE IMMEDIATELY.

SCHEDULE – LIST IMPORTANT, BUT NOT-SO-URGENT TASKS TO BE SCHEDULED.

DELEGATE – LIST WHAT IS URGENT, BUT LESS IMPORTANT. CAN YOU DELEGATE TO OTHERS?

DON'T DO – LIST WHAT IS NEITHER URGENT NOR IMPORTANT. DON'T DO AT ALL.

PERSONAL REWARD LIST

CREATE PERSONAL REWARD LIST FOR SELF-REINFORCEMENT WITH GOALS. FOR EXAMPLE, IF YOU COMPLETE A CERTAIN TASK WITHIN 20 MINUTES YOU WOULD EARN ONE OF YOUR PERSONAL REWARDS. HAVING SOMETHING TO LOOK FORWARD TO CAN HELP WHEN YOU BEGIN TO FEEL UNMOTIVATED.

EXAMPLES OF PERSONAL REWARDS:

1. Take a walk.
2. Listen to music.
3. Relax outdoors.
4. Read a book.
5. Play one video game.
6. Text/call a friend.
7. Hang out with friends.
8. Enjoy a tasty treat.
9. Doodle, draw or color.
10. Bake cookies.

EXAMPLES OF GOALS:

When I complete step 1, I will take a brisk walk for 10 minutes.

When I complete step 2, I will listen to music for 5 minutes.

When I complete the entire project, I will go to the movies with my friends.

PERSONAL REWARD LIST

WRITE YOUR OWN PERSONAL REWARD LIST FOR SELF-REINFORCEMENT WITH GOALS. FOR EXAMPLE, IF YOU COMPLETE A CERTAIN TASK WITHIN 20 MINUTES YOU WOULD EARN ONE OF YOUR PERSONAL REWARDS. HAVING SOMETHING TO LOOK FORWARD TO CAN HELP WHEN YOU BEGIN TO FEEL UNMOTIVATED.

PERSONAL REWARDS:

GOALS:

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5. When I complete:		→	I will:	
6. When I complete:		→	I will:	
7. When I complete:		→	I will:	

References:

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