

# Organisation and time management

One of the difficulties that people with dyslexia can experience is poor organisation and time management skills.

### Here is a list of things which help:

- First of all try to understand any task you have been set.
- Try to see the 'bigger picture': the whole thing.
- Break the picture into manageable chunks or sub-tasks.
- Prioritise each sub task.
- Set a deadline for the finished whole task.
- Tackle each sub-task one at a time, perhaps the easiest first.
- Make a to-do list (with deadlines).
- Tick or cross out each item when it is completed (very satisfying).
- If you are distracted by reading something else, check its priority and do the most important thing first.

- Stop making excuses and putting off doing tasks.
- If this happens, review your original plan to stay on task.
- Do not try to do too much at a time – set a 'do-able' target.
- Work in short bursts and try and reach each set target.
- Before you finish, write a list of what you will do in your next study session. This will make it easier to pick up where you left off.

- Make a timetable which lets you know which times you are not able to study because you are in class, at work, visiting people, looking after children or other things.
- Set regular breaks in your timetable for Rest and Recreation so that you can relax and build up 'good' chemicals for your health.

Create your own study timetable using something like the diagram below to help you identify free time you can use to study. Do this every week and pin it up so you can see it.

Time	10 - 12	12 - 1	1 - 3	3 - 6	6 - 8	8 - 10
Monday	College	Doctor	Free		Free	Yoga
Tuesday		College	College	College	Free	Free
Wednesday	Free	Meeting		Free		Cinema
Thursday	College	College	Free	Meeting	Free	Tv prog
Friday	Free				Mum birthday	
Saturday		Football	Free	Free		
Sunday		Coffee	Free	Free		

## If you get stuck, try this:

- Break study time down to 50 minutes and have a 10 minute break every hour.
- Don't be put off by looking at a blank piece of paper: write the question or topic title and brainstorm some ideas. Pick a different job from your to-do list.
- Think positively. Say: 'Now I am going to get this done' as you sit down, rather than groaning 'Oh no! Work again - I can't do this'.
- Do something that needs to be done and doesn't require much thought like references.

- Talk about tasks with fellow students to clarify ideas, express the concepts you have learned and see another point of view.
- Check that you have understood the task at hand by analysing the question again.
- Look up an easy-to-understand webpage on the topic to give you an overview.
- Write questions of the things you want to find out. What? Where? Why? Who? When? Which? How?
- If there are too many distractions in your room then go somewhere else like another room or the library but take what you need with you.



**Dyslexia Scotland**

Charity No: SC 000951

Registered No: SC 153321

Dyslexia Scotland © 01/18

Dyslexia Scotland Helpline

0344 800 8484

helpline@dyslexiascotland.org.uk