



01. Planning and organisation are the skills we need to:

- Think about what needs to be done.
- Decide what should be done first, next, and last.
- Gather the things needed to get started.
- Keep track of where you are up to while completing the task.



02.



Difficulties may look like:

- Being very slow to get ready in the morning.
- Having a messy or chaotic desk or room.
- Leaving jobs unfinished or handing things in late.
- Struggling to map out an assignment.

03.



Planning & organisation take years to develop in all children...

And neurodivergent folk may require even more structure, time and support.

Helpful tips:

- Break tasks into small steps.
- Use visual reminders.
- Create consistent routines.
- Prepare ahead of time.

04.





01. Break tasks into small steps.

Large tasks can feel overwhelming.

It can be helpful to break activities into smaller steps.

For example:

Lunchbox in bag → water bottle packed → shoes on → grab bags → leave house.



02.



Use visual reminders.

For example:

- checklists,
- calendars,
- planners with pictures.

Visuals can prompt what needs to be done and what comes next.

03.



Create consistent routines.

Doing things the same way each day reduces the mental planning load.

Prepare ahead of time.

Try to organise things ahead of time. For example, pack lunches the night before, lay uniforms out, put books in bag.

04.

