

Tips for Staying Organised as a Young Person with SEND

Staying organised can make school, college, and everyday life much easier. If you sometimes struggle with remembering things, planning ahead, or keeping on top of work, here are some simple strategies to help:

1. Use a Planner or Calendar

- Write down important dates like exams, homework deadlines, or appointments.
 - Use a **paper planner** or a **digital calendar** on your phone (Google Calendar is great for reminders!).
 - Colour-code different subjects or activities to make things easier to see at a glance.
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2. Break Tasks into Small Steps

- Big tasks can feel overwhelming—break them down into **smaller, manageable steps**.
 - Use a checklist and tick things off as you go (this can be very satisfying!).
 - If you struggle with starting tasks, set a timer for **5–10 minutes** and just begin—you might find it easier to keep going once you've started.
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3. Keep Everything in One Place

- Have a folder for each subject or topic so you don't lose your notes.
 - Keep your school bag tidy and pack it the night before.
 - If you use a laptop or tablet, create folders to keep files organised (e.g. "Maths Homework" or "College Notes").
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4. Set Reminders and Alarms

- Use your phone or a digital assistant (like Alexa or Siri) to remind you about important tasks.

- Set alarms for things like waking up, leaving for school, or starting homework.
 - Sticky notes can also be a great visual reminder—stick them where you'll see them!
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5. Build Routines That Work for You

- Having a **regular daily routine** can help you feel more in control.
 - Plan your day the night before so you know what's coming.
 - If you struggle with time management, try using a visual timetable or a "To-Do" list.
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6. Use Tools That Help You

Different tools work for different people! Try:

- Mind maps** for revising and organising ideas.
 - Voice notes** if writing things down is tricky.
 - Coloured overlays or different fonts** if reading is difficult.
 - Apps like Forest or Pomodoro timers** to help you focus.
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7. Ask for Support When You Need It

- If you're struggling with organisation, talk to a teacher, SENDCo, or someone you trust.
- Schools and colleges can offer **extra support, time, or resources** to help you stay on track.

Remember: being organised takes practice—try different strategies and find what works best for you!