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FACT SHEET TIPS

Time Management Tips for Individuals or Households Affected by CD

Individuals experiencing chronic disorganization (CD) may encounter difficulties with time management, which can result in tardiness to appointments, work, or school. Such challenges may arise from issues with locating necessary items, unexpected interruptions, or challenges in accurately estimating the duration of tasks. The following recommendations aim to address these frequent obstacles and provide further strategies for effective time management.

- Use analog clocks instead of digital ones. Time should become visual to be tangible.
- Prepare the next day's clothing and gather necessary items the night before. Review what will be needed in the morning and have those materials ready.
- For parents with school-age children, complete the preparation nightly to help organize routines and reduce morning disruptions.
- Keep your keys in a secure spot near the door, using a key holder or basket. Use this area for outgoing items as well.
- Schedule priority tasks early in the week to allow time for rescheduling if needed.
- Tackle difficult tasks during your peak energy periods–even if that's not the morning–and use alarms as reminders.
- When planning errands, be realistic about how long errands will take, including travel time, parking, walking, etc. Add buffer time to your estimate to avoid overscheduling.
- Set up a family command center and maintain an ongoing shopping list, task list, etc.
- Recognize that you do not have to complete the entire job in one sitting. Do a little at a time by scheduling appointments with yourself and keeping them.
- Rate tasks by importance or urgency and work on the top priorities first.
- Allow break time. Rest, hydrate, move your body, grab a snack, or do something you like.
- Use a timer to mark when you need to stop and move on to the next task.

Chronic disorganization may not go away, but it can get easier.

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