How to… Use Physical Organisation to Support Independence and organisation

Speech, language and communication needs can make it difficult to: focus on tasks, understand spoken instructions and remember and order the steps of a task.

Physical Organisation

Organise Items: The tasks can be completed from left to right. Once the items on the left have been used up then the task is finished.
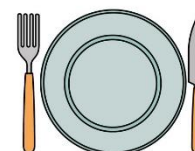Examples of tasks could be organising cutlery.

Timers: Timers can be used to show the individual how long is left on a task or how long they have to do the task for.
Sand/egg timers and timers on your phone or on YouTube work well.

Templates: Using templates are a good way to show the individual where to place items and complete the task.
Placemats to show the student how to set a table would be an example of this.

Labels and Tape: Labels on drawers, cupboards and shelves help individuals to know where items belong.