

## Wellbeing Pack 13

### Assert

#### **Active Club**

This June 23<sup>rd</sup> is Olympic Day! And to celebrate this year 20 Olympians have each recorded a 1 minute workout to make a 20 minutes workout video. This video will be this week's Active Club activity

<https://tokyo2020.org/en/news/videos/olympic-day-workout>

#### **Lightning Talks**

We wondered in any of our members would like to create a 5-10 minute video about a subject they are interested in so that these videos can educate & entertain the other members of the neurodiverse community. You may use any camera or recording devise but please record the video in landscape. If you would like to know more or have a topic you would like to make a video about, please contact Jenna on [jenna@assertbh.org.uk](mailto:jenna@assertbh.org.uk)

#### **Boxing Training Course**

From July 9th, Anton, the boxing instructor who taught a class for January's Active Club, will be leading a weekly online boxing training course. The session will be via Zoom and do-able from your home. We will work on some of the foundation steps and moves. You will be able to just try the first session, or to experience improved fitness, we recommend doing the whole 4-week course! Each session will be £5. If you have any questions, please email [jenna@assertbh.org.uk](mailto:jenna@assertbh.org.uk)

#### **Budgeting Advice Service**

As well as the usual benefit casework, Alex is now offering 1-to-1 budgeting advice and support sessions. Please contact her by email with any benefits questions or to arrange a remote appointment or if you would like to get on to the waiting list for this service:

[benefits@assertbh.org.uk](mailto:benefits@assertbh.org.uk)

#### **Peer Discussion Group**

Debbie is organising a weekly Peer Discussion Group to take place on a Friday evening from 5:30pm to 7pm. This week's topic is "Film: Come and share information about your favourite film, a film that changed how you think, different genres, film soundtrack etc or just come and perhaps get some ideas for future viewing". Each week there will be a different topic for the conversation. Please email Debbie on [debstar0205@yahoo.com](mailto:debstar0205@yahoo.com)

---

## **Workbook: Organisational Skills**

This week we will be discussing organisational skills and their importance in everyday life and some of the strategies of how to improve them.

### **Executive Functioning**

Let's start with a little psychology to understand what is going on in our brains when trying to organise. Executive Functioning (EF) is the mental process which allows our brains to make plans, juggle multiple tasks, focus on a topic & to remember instructions. A good metaphor for executive processing to think of it as the "air traffic controller" of our brains. We need to remain organised so that we can focus, prioritise tasks, set goals and therefore reduce stress!

Executive Functioning has three components 1) working memory 2) inhibitory control 3) cognitive flexibility. Working memory is the process which means that we can retain multiple pieces of information in our heads at once. Inhibitory control allows us to be able to control what we concentrate on and not get distracted or overwhelmed when we get stressed and to control our behaviours. Lastly, cognitive flexibility is the process which enables us to adapt to situations or different ways of thinking or perspectives. Our brains usually do the majority of their developing before the age of 5, however we are still learning and practicing executive functioning into adulthood - which means we are able to learn new ways of organising our brains – and becoming the executive of our own brains.

### **Organisational Skills**

The internet is full of 'Tips to stay organised!' which can end up actually causing more stress. Even when looking on different sites for the Workbook I felt quite overwhelmed by the differing opinions and advice. But hopefully the tips below will be simple, clear and concise. You will already have some habits you have developed naturally, some you were taught when you were younger and some areas that you may have let slip. If you have any further tips for anyone, please let me know.

#### **1. Keep it simple**

Elaborate systems and regimes can be hard to maintain, and the likelihood that you'll get behind or it will take up a lot of time to do the organising may lead to work and stress.

Therefore, regardless of what you're organising (social events, sock draw, kitchen, calendar, work) try and keep it simple.

## **2. Routine**

We have discussed quite frequently in these packs the importance of routine for our wellbeing. And it is also important for consistency organisation. By setting routines for when and how you do things, you know to do them the same each time and the same time. This will also save effort and energy of planning and rescheduling each time.

When structuring your routine it is best to fit life around the important activities. I am terrible at getting distracted by a much more enjoyable activities and then forever playing catch up for the things that actually need to be done - but I am in the process of relearning this behaviour.

It is also a good idea to identify when the best time of day is for you to either exercise, do your hobby, socialise or study/do work. As some of us do not naturally work best in the mornings, for example, this could mean knowing that for you to be productive it is best for you to go for a walk in the morning and then do what you need to in the afternoon.

## **3. Tidy and area when you leave it**

Another suggestion for how to remain organised, is to have place for everything and put your items back in their place. This applies for both physical belongs and also with virtual files or emails on the computer. If you do not know where your items belong, then you will not know where they are meant to go when you come to tidying them. This is why labelling things can be extremely useful. To stay on top of feeling organised, it is good practice to tidy every time you leave a task or a room, for example;

- Tidy bed when you get out it
- Kitchen when finished cooking
- Tidy desk when you leave (I find this one especially important when working from home)

This will help to feeling less overwhelmed when you come to that task or rooms. By tidying and little bit throughout the day, you will be decluttering and throwing small things away each time you do not need and therefore be incorporating organisation into your day – not as a separate task.

This includes having space for specific thing;

- house and car keys in a bowl by front door
- Spare phone charges in one place
- Reusable bags in one place (hall or cupboard)

#### **4. To Do list**

And of course - the to do list! always a good plan o keep one that is current and detailed. One of the pieces of advice I read recently said that even if you write a 'to do' on a scrap of paper, try and transfer that note to the main list as well - or try to keep all the small pieces of paper in one place – eg. a pin board in the kitchen.

Another suggestion was to start with the main goal and work backwards. I do this with clients in my Support Sessions. We will start with an end goal, and work out what step we need to take to reach each step. This can be hard to imagine solely in our heads which is why I use a table, mind maps and lists to help us work this out. Adding smaller deadlines and dates can help with this as well.

Recapping your to do list at the end of the day for tomorrow means that when you work on this task again you will have clear idea of what you did and didnt do the day before.

#### **5. Master reset list**

A master reset list was something I hadn't heard of before - but it makes a lot of sense and I think it would be really useful. This list is The List that you check when you are feeling overwhelmed, are extremely busy or having a bad day. It asks as your back-up plan that hopefully gets you feeling more in control and less stressed. On this list you would have the things you know you are likely to get most behind on and what makes you feel most calm when they are sorted. Mine would be; washing up, cushions on the sofa where I like them, made my bed, hoovering and clearing all notifications on my phone.

#### **Youtube videos**

Executive Function: The Brain's Control Center

<https://www.youtube.com/watch?v=sZmEISGKBG8&feature=youtu.be>

How to be Organized for School, College or Life: The 6 Habits of Highly Organized People

<https://www.youtube.com/watch?v=88MjoZalHpM>

5 Habits for Organisation: ADHD brains

<https://www.youtube.com/watch?v=xUMvI8GN0KU>