

## Adaptive Living Organizer Tips

Pictures, photographs, words and symbols might possibly be used in your organizer. The design of the organizer should be based on your ability to access specific information quickly and it should be familiar enough to trigger your memory or remind you about the specific event or information you are seeking.

Information might be grouped by...

- Class - where a picture, word or symbol triggers a specific thought about a larger classification, grouping or domain you are seeking. For example, seeing a picture of several animals together might trigger in your memory the thought of a "zoo".
- Part of a Whole - where a picture, word or symbol triggers a specific thought about a part of a scene, an object, person, place or event. For example, seeing a picture of Australia might trigger in your memory thinking about koala bears.
- A Quality - where a picture, word or symbol triggers a specific thought about the quality of an object, a person, a place or an event. For example, seeing a picture of a smiling person might trigger in your memory the thought of trying to keep a positive attitude about life.
- Sequential parts - where seeing an orderly series of pictures or directions triggers a specific thought about the steps involved in a task or event. For example, the steps involved in brushing your teeth, using a Palm Pilot, putting on a belt, starting your automobile or doing the laundry.

Choosing the themes and contents of your Organizer is based on areas of your life that can potentially be benefited from using a visual aide to assist you in triggering your memory about aspects of your life involving activities or relationships...

The following offers possible themes in your life and ideas or samples of what they might contain...

### Physical and material well-being



#### Daily Rituals and Routines

- Morning ritual?
- Evening ritual?
- Getting dressed ritual?
- Greeting others ritual?



### Holiday or Special Day Rituals and Traditions

- How your family celebrates Christmas?
- How your family celebrates "family get-togethers"?
- How you celebrate your Birthday?



### Scheduled Up-coming Special Events

- Checking various community calendar of events?
- Annual family events you attend?
- Concerts or conferences you are looking forward to attending?
- Keeping your schedule on a Calendar, a Franklin Organizer or this organizer?
- Using Personal Time Management?



### Major "Dos" and "Don'ts" at Home

- "Click it (safety belt) or ticket it"
- Obey curfew
- Inform family when you are going out with friends



### Crisis and Medical Emergency Situations

- Who to contact in Emergencies?
- Positive Behavior Support Plan?



### Knowing Your Health Care

- Your medications?
- Calling in for Refills?

- Picking up Refills?
- Long-term care: Knowledge of disorder, disability, injury, etc.
- Long-term care: knowledge of symptoms, functional status and prognosis?
- Long-term care: Know-how and application/ implementation of treatments and interventions in efforts to maintain quality of life or alleviating discomfort from progressive illness or physical distress, including Pain Management at home and in community?



### Personal Safety

- Use of Assistive Technology, operating electrical appliances, handling potentially dangerous objects?
- Assistance from Support People?
- Reminders for "When I'm On My Own"..?
- Avoiding dangerous situations and resolving problems that often arise in the community-at-large?



### Rest/Sleep

- Activity Preparation, Equipment, Supplies, Supports?
- Steps for Engaging in Activity?
- 'Closure' of Activity (making bed, etc.)?



### Eating/Drinking

- Food & Nutrition Selection?
- Meal Planning & Preparation?
- Self-feeding or Feeding with Supports (special utensils, assistance with swallowing or sucking)?
- Table manners?
- Meal Clean-up?

- Eating out?



### Housing Issues

- Home Cleaning & Organization?
- Home Maintenance Responsibilities?
- Home Safety Responsibilities?



### Recreation

- Activity Planning & Scheduling?
- Activity Preparation, Tools, & Supports?
- Steps for Engaging in Activity?
- Closure of Activity; Clean-up & Storage?



### Work

- Planning, Scheduling & Organization?
- Activity Preparation, Tools & Supports?
- Steps for Engaging in Activity?
- Closure of Activity; Clean-up & Storage?
- Look-back; Review; Critique; Insight; Implications; Inference; "Sharpen-the-Saw"?



### Shopping/Outings

- Activity Planning & Scheduling?
- Activity Preparation, Tools & Supports?
- Steps for Engaging in Activity?
- 'Closure' of Activity?



### Grooming

- Activity Preparation, Tools, Supplies, Supports?
- Steps for Engaging in Activity?
- 'Closure' of Activity?



### Personal Hygiene

- Activity Preparation, Tools, Supplies, Supports?
- Steps for Engaging in Activity?
- 'Closure' of Activity?



### Toileting

- Bladder or Bowel Control?
- Activity Preparation, Tools, Supplies, Supports?
- Steps for Engaging in Activity (use of bathroom at home and public facilities)?
- 'Closure' of Activity?



### Dressing

- Activity Preparation, Tools, Supplies, Supports?
- Steps for Engaging in Activity (Dressing/Undressing/ Clothing Style, Proper Fit, use of Fasteners)?
- 'Closure' of Activity?



### Sexuality

- Engaging in sexual behavior; its joys and responsibilities?

- Building interpersonal skills?
- Activity Preparation, Tools, Supplies, Supports?
- Steps for Engaging in Activity?
- 'Closure' of Activity?
- Responsibilities and consequences of sexual relationships?



#### Clothing Care

- Doing laundry; operating machines?
- Activity Preparation, Tools, Supplies, Supports?
- Steps for Engaging in Activity?
- 'Closure' of Activity?



#### Healthy Lifestyle Practices

- Activity Preparation, Tools, Supplies, Supports?
- Steps for Engaging in Activity for wellness or contentment?
- 'Closure' of Activity?
- Steps for Engaging in Activity to experience a connection with an enduring construct (meaning and purpose of one's life)?



#### Transportation Issues

- Home orientation and personal mobility?
- Community orientation and mobility using major modes of travel and accessing buildings and broader community?
- Activity Preparation, Tools, Supplies, Supports?
- Steps for Engaging in Activity?
- 'Closure' of Activity?

### Relation with Other People



### Relations with that "Special Someone"

- Expressions of Love and Intimacy?
- Sharing Moments?
- Future Plans and Dreams?
- Mutual Commitments; Teaming?
- Depth of experience as a "Couple"?
- Respecting Individuality & Privacy?
- Keeping Attractive in the "Other's" Eyes?



### Having and Rearing Children

- Teaching self-discipline?
- Teaching sharing, taking turns, fairness?
- Teaching chores, responsibilities?
- Supporting maturity?
- Supporting growth and development?
- Teaching friendship?
- Identify with family - Bond for life?



### Relations with Parents, Siblings or other Relatives

- Respecting cultural values, roles?
- Respecting past sacrifices?
- Appreciation of a shared past, shared present and a continuing shared future together (joys, delights, pleasures, etc.)?
- Respecting family ties?
- Making sacrifices within the family; making sacrifices for the future; making sacrifices for the younger and less fortunate?
- Sharing knowledge and honoring tradition within the family, for the benefit of everyone?
- Sharing wealth and power within the family, for the benefit of everyone?

- Expressing love for the synergistic whole as well as the individual parts?
- The Virtue of Trust, keeping one's word, being there for each other?
- The Virtue of Forgiveness and Acceptance as supports to return or remain the "family"?



#### Relations with friends

- Starting friendships?
- Acquaintances?
- Causal friendships?
- Serious/Core friendships?
- Maintaining friendships?
- "Best friends" for life?



#### Money Management and Shopping

- Shopping (selecting, locating and purchasing various products and services)?
- Learning the value of currency and using money for purchases?

### Social, Community, Civic Activities



#### Helping and Encouraging Others; Volunteering

- Having been assisted and supported by "those who care", there comes a time for you to give back to your communities. Some coach, some volunteer, some adopt a highway, some become a "big brother" or "big sister", there are endless ways in which you can give of yourself without thought of reward.



## Mentoring

- Provides young or less fortunate people with support, counsel, friendship, reinforcement and constructive example to cultivate and express their unique strengths, talents and/or character.
- Having been mentored, pass it on...



## Participating in Local or Governmental Affairs

- Students participating in Model State Legislature, Kids Voting USA, etc.?
- Attending or participating in your Neighborhood Board?
- Working at a Voting Booth?
- Voting in County, State and National Elections?
- Running for "Office"?



## Participating in Community Activities

- Participate in Hawaii's cultural events, block parties, church sales, garage sales, craft fairs, live theatre, fundraisers, school-related sports events and parades, etc.?
- Accessing and using services of public agencies and community businesses as well as the telephone or computer?

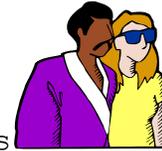
## Social Recreation - Fun with Others; Comfort from Others; Belonging



## Socializing with Others

- "Breaking the Ice"; finding Common Ground?
- Manners, social etiquette; cultural sensitivities?

- Social Exchange?
- Dynamics of Interpersonal skills?



#### Passive and Observational Recreational Activities

- Attending neighborhood sports events?
- Attending community sports events (high school, college games...)?



#### Participating in Active Recreation

- Enjoying recreational facilities, events and activities in the community, whether alone or with a small group?

### Personal Development, Fulfillment



#### Intellectual development

- Engage in the pursuit of knowledge for the purpose of skill mastery or better decision making?
- Personal Development/Personal Satisfaction?
- Engage in the pursuit of knowledge based in facts and research - to experience a connection with an enduring construct "of a greater whole"?



#### Understanding and Planning

- Use of fiscal, legal and formal social responsibilities in managing one's worldly affairs?
- Cognizance of one's life review, telling or sharing "one's stories" with others in the transmission of knowledge and wisdom?
- Planning Strategies for "A New Self" based on personal strengths, supports of those "who care" and self-leadership skills?

- Developing self-awareness in the present, beyond past personal loss. Development of self-worth and esteem?
- Pursuing meaning in life, without regard to hardships and handicaps (beyond physical or mental limitations); "A Zen Thing"?



#### Occupational Role Career

- Career/Business Path?
- Communication?
- Service Excellence?
- Staff Management; Managing Up?
- Planning Strategies for Business (trends and ratios, quality products and services; long-term success)?
- Sales Management; Initiatives; Teamwork; Partnerships?
- High Productivity?
- Goals of High Profit Margin?
- Empowered Self-Leadership?
- Accounting and Taxes?
- Job search?
- Employee Relationships?
- Safety on the Job?
- Assistive Technology on the Job?



#### Creativity and Personal Expression

- Experiencing the joy and delight of artistic creativity or the nature of human-ness?
- Capturing "Special moments" or "Snapshots" through art, music or humor?
- Creating a "work of art"; an expression of "profound truth or beauty" of achieving a sense of "awe". A work that transcends the "highs" and "lows"?



## Financial Security

- Money/Finances?
- Experiencing management of one's assets, paying of one's debts?
- Increasing opportunities of wealth (savings, investments, etc.)?
- Retirement?