



Tips to help keep you organised at home

1 CHECKLIST /TO-DO LISTS

HOW

- ☐ Make a to-do list for today or the week
- ☐ Be specific so you know what to do
- ☐ Break big tasks into mini-tasks
- ☐ Check them off as you go

BENEFITS

Helps you stay organised and on top of tasks by breaking big tasks into easier steps! Checking off completed tasks gives you a sense of accomplishment.



2 USE OF TIMERS

HOW

- ☐ Plan how much time you need
- ☐ Use a timer to stay on track
- ☐ Try 25 mins of work, then a 5-min break

BENEFITS

Using a timer helps you switch between tasks easily, stay in control and break tasks down to get them done!

3 MAKE A ROUTINE

HOW

- ☐ Make visual routines for morning & night
- ☐ Use pictures for tasks like brushing teeth & packing bags
- ☐ Set regular wake-up, meal & bedtime schedules

BENEFITS

Routines help you to stay on track and plan your day to make decisions easier.

Tips to help manage your attention at school

1 SET GOALS

HOW

- ☐ Set clear, achievable goals, like "I'll finish my math sheet before lunch".
- ☐ Break tasks into smaller steps, like "I'll do questions 1- 3, take a break, and then finish questions 4 - 6".
- ☐ Reward yourself when you're done!

BENEFITS

Setting goals helps keep you on track, makes big tasks easier, and gives you a sense of accomplishment.

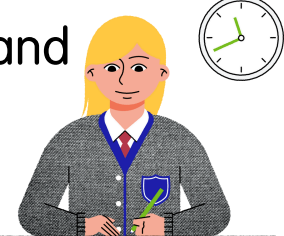
2 MOVEMENT BREAKS

HOW

- ☐ Talk to your teacher about how taking breaks like this will help you focus better.
- ☐ Pop out of class for 5 minutes to do some movement! This could look like stretching, a quick walk or doing some jumping jacks.

BENEFITS

Moving during breaks helps you stay focused, burn off energy, and recharge your mind.



3 USE FIDGET TOYS

HOW

- ☐ Talk to your teacher about how using fidget toys keep your hands busy and helps you focus.
- ☐ Find a fidget toy that you like and bring it class. It could be a stress ball, a fidget spinner or cube - there's so many options!

BENEFITS

Fidget toys help release extra energy, keep your hands busy, and improve focus without distracting you.

Tips to manage feelings around others

1 MINDFULNESS & BREATHING TECHNIQUES

HOW?

- ☐ Try following a quick breathing or meditation exercise

Scan the QR code at the top right for a video guide

BENEFITS

Practicing mindfulness and breathing techniques helps you manage frustration, reduce stress, improve focus, and feel more positive in daily life.



2 USE POSITIVE SELF TALK

HOW?

- ☐ Think positive about yourself
- ☐ Recognise your strengths
- ☐ Write down good thoughts like, "I'm doing my best" or "I can figure this out"

BENEFITS

Engage in positive self-talk to boost self-esteem, stay positive in tough situations, improve problem-solving, and stay motivated.

3 SET BOUNDARIES

HOW?

- ☐ Recognise uncomfortable behaviours
- ☐ Reach out to a trusted person for help if you're unsure what to do
- ☐ Use boundary phrases like: "I'm not comfortable with that" or "I need some time alone"

BENEFITS

Setting boundaries helps you know your limits, create a safe space, build supportive relationships, and reduce conflicts.