

TCES Occupational Therapy Department



Organising Your Environment

Organizing your environment is important especially when studying or engaging in activities at home. There are a few things to consider as follows:

Step 1: Gain parental/carers consent –

Before doing anything it is important to speak to your parents, care givers, guardians or anyone responsible for you at home about your ideas and how you want to organize your environment at home. This is because the people you live with will also need to know how to better facilitate and support your learning at home. This allows for everyone to be in agreement and for you to be supported better at home. Your parents may have to move somethings around to create a safe and appropriate study/activity area for you.



Step 2: Identify your personal space-

Identify a personal space where you can study or complete activities comfortably at home. You will need access to a table, chair, pencils, pens, paper, work sheets and study material. Ideally it should be located in a part of the house where there is minimal distractions and noise. Try to arrange your items neatly in a way that it is easy to find things. Ask your parents for support with arranging your things if needed.



Step 3: Safety is vital –

After identifying your personal space that can be used at home to complete you're studying and activities, please consider safety as a priority. When considering a personal space ensures it is ideally not in the kitchen or close to the oven or anything that can injure you. Also try to avoid creating a personal space where there is too much clutter to avoid anything falling on you or tripping over household items. Lastly ensure that your personal and safe space is close to an exit point should in case you need to get out quickly in an emergency situation.



Step 4: Timetable -

If for any reason you have to stay at home for a period of time, it would really help to make a personalized timetable of all the core subjects you need to engage in at home as well as the therapeutic activities set out by your school Therapist and wellbeing coaches. This will allow you to feel organized and give you back a sense of routine that you would normally have in school. Most importantly don't forget to give yourself breaks and if you have sensory needs

you could incorporate a sensory activity to reduce your anxiety and help you re-focus on your work when you get back to doing work.



Step 5: Personalized environment -

It maybe a good idea to personalize your corner or area with drawings or paintings that you have completed. This encourages a sense of pride of your environment and you're more likely to take care of it.



Step 6: Clean & Tidy –

Keeping your environment clean including your bedroom and study place is very important. It is good habit to tidy up after every activity and put things away, it makes it easier to find things the next time you want to use it. When at home speak with your parents and siblings about having a cleaning Rota or time table, that way you are contributing to keeping your personal space, study area, bedroom and house tidy. It is fun to do it as a group activity; you could maybe time yourself and see who is the fastest between you and your parents or siblings at cleaning at the end of the day. The winner gets a prize at the end of the week. Remember to recycle things that can be re-used rather than throwing it in the bin and always wash your hand after completing any activity or coming into contact with people or items.

