

# Learning to **Plan** and Be Organized

**EXECUTIVE FUNCTION SKILLS  
FOR KIDS WITH AD/HD**



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**illustrated by Charles Beyl**

# Contents

INTRODUCTION

**To Parents and Other Adult Helpers ..... 6**

**Just for Kids! ..... 10**

CHAPTER 1

**A Checklist About Me ..... 13**

CHAPTER 2

**Building Good Habits ..... 23**

CHAPTER 3

**Your Morning Routine ..... 31**

CHAPTER 4

**Your After-School Routine ..... 41**

CHAPTER 5

**Your Bedtime Routine ..... 47**

CHAPTER 6

**Organizing Your Stuff ..... 55**

CHAPTER 7  
**Learning How to Get Things Done**..... 65

CHAPTER 8  
**Managing Your Time**..... 75

CHAPTER 9  
**Planning a Project**..... 87

CHAPTER 10  
**Ways to Remember** ..... 95

NOTE TO PARENTS ..... 110

RESOURCES ..... 117

ABOUT THE AUTHOR ..... 120

## Just for Kids!

**Life** is full of lots of things that we need to keep track of, and that's not easy. We learn to do it little by little. Remember when you were three years old? Nobody expected you to know what time it was, or to remember to brush your teeth. Your parents didn't expect you to get dressed by yourself or to come down to breakfast without a reminder.

Now that you are older, you have more things to keep track of—like bringing in money and a permission slip for a school trip, or remembering to bring your soccer uniform and cleats to school so that you can go straight to soccer practice afterwards.

This book will help you get better at planning and organizing—organizing your things and organizing your time. When you are good at planning and organizing, your day will run smoother, with fewer upsets and problems.

Many of the kids that find it hard to plan and be organized have something we call attention-deficit/hyperactivity disorder, or AD/HD. Sometimes it's just called ADD. All kids have to learn to be more organized and remember to get things done, but it's harder when you have AD/HD because the part of your brain that helps you plan and be organized is kind of "sleepy." The "sleepy" part of your brain makes it difficult to keep your mind on what you are supposed to be doing. With your "sleepy" AD/HD brain you might start doing something

else and forget what you were supposed to be doing in the first place. AD/HD can also make it harder to stick with things until you finish them. And finishing things is a very important part of being organized.

Kids with AD/HD can be very smart and creative. They may think up cool ideas that other kids might never think of. Sometimes, when you have a great imagination and have AD/HD, it's hard to keep your mind on what you're doing because your brain is always thinking of lots of interesting things.

There are many things that you can do to make your days run more smoothly. And there are lots of ways that your parents can help you get better at remembering, planning, and getting things done. We'd like you to read this book with your parent or some other adult so that you can talk to them about what you read.

Your parents bought you this book because they want to help you get better at planning and organizing. Planning and organizing isn't just about doing things you don't enjoy so much, like cleaning up your room or doing homework. Planning and organizing is important so that you can get things done that you want to do. For example, if you want to make



brownies, but you forgot to plan and make a list of all the things you need to make them, you won't be able to make those delicious brownies and eat them! But if you make a list of what you'll need, maybe with a little help from your mom or dad, then you'll make your delicious brownies and be happily eating one!

Planning and organizing includes things like:

- planning projects,
- organizing your things,
- remembering what you need to do,
- figuring out how much time things take,
- keeping track of time so you get places on time,
- finishing things that you start,
- sticking to things that are hard at first,
- and solving problems instead of just getting frustrated.

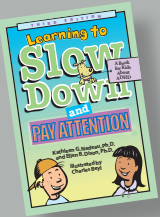
These are all things called "executive functioning skills." That's a big term that means knowing how to accomplish things. This book will help you get good at these skills. And, you know what, if you learn these skills, you'll be able to reach your goals!

No two kids are alike. In the next section of this book, you'll find a checklist called "A Checklist About Me." Read each item with your mom or dad, and check off the items that describe you. Once you understand the things that are a bigger challenge for you, you can figure out where to start in building new skills with your mom or dad.

**When you are good** at planning and organizing, your day just runs smoother. And guess what? These skills can help you reach your goals, too! Packed with examples, activities, and fun, this workbook will help you:

- ✓ Build good habits
- ✓ Organize your stuff
- ✓ Manage your time
- ✓ Create reminders for yourself
- ✓ Develop routines
- ✓ Get things done
- ✓ Plan projects
- ✓ And much more!

*Learning to Plan and Be Organized* also includes a note and additional resources for parents.



**PRAISE FOR *Learning to Slow Down and Pay Attention*:**

"This book is positive and upbeat...written in a straightforward style that young people can understand."

—BARBARA D. INGERSOLL, PhD, author of *Your Hyperactive Child*

"A very practical and useful tool." —HARVEY PARKER, PhD

**PRAISE FOR *Learning to Feel Good and Stay Cool*:**

"An amazingly clear, helpful and non-judgmental resource."

—PAT HARVEY, LCSW-C, DBT Parent Coach, Consultant and Trainer,  
Co-author, *Parenting a Child who Has Intense Emotions*



**PRAISE FOR *Learning to Be Kind and Understand Differences*:**

"[The authors'] expertise in both AD/HD and age-appropriate strategies shines in this handbook, advising kids with AD/HD on relating to both their peers and the adults in their lives."

—BOOKLIST ONLINE



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