

## Tips

Tips, more tips... This is just a brief overview. You can find all the tips that proposed here in the book « My Brain Needs Glasses ».



- ✓ Everything in its place.
- ✓ Use memory tools to help you better retain information.
- ✓ Avoid stacking papers all over!
- ✓ Know yourself!
- ✓ Wave of emotions in sight? Step back, take time-outs if necessary.
- ✓ Organize yourself! Color codes, lists, memos, calendar or files to help you remember important tasks.
- ✓ Channel the need to move by playing sports.
- ✓ Make time concrete: watch, alarm clock.
- ✓ Solving a problem?
  1. Identify the problem
  2. Make a list of possible options
  3. Select a solution
  4. Apply the chosen solution
  5. Verify its effectiveness. If unsuccessful, restart the process
- ✓ Surround yourself with positive people who can help you.