

## **ESTABLISHING ROUTINE**

### **The following rules or guidelines were drawn up by Head Injured persons who had their injury longer than two years ago.**

1. Keep a detailed calendar of things to do and plan to do. This builds self confidence, independence and self responsibility.
2. Ask questions, but ask yourself first. Asking too many questions makes you dependent and not responsible for yourself and does not encourage your own critical thinking.
3. Write things down. Keep lots of notes. This helps achieve learning: you hear it, write it and see it. Just writing it down greatly helps you remember even if you don't ever look at your notes.
4. Use no drugs or alcohol; these only dull the brain.
5. Do not use expressions like "I can't" or "oh, no". They remind us of negative thinking about ourselves.
6. Do not use words like "later", "maybe" or "kind of". These keep things vague and never commit you to anything.
7. Keep a daily schedule. This establishes routines and helps make life predictable.
8. Have goals, but be realistic. Keep reassessing these goals and make sure you are actually achieving them and they are not just pipe dreams.
9. Know yourself and what you can and cannot do. Be honest about this and always make sure you are aware of what you are doing.
10. Be on time.
11. Always consider the optimistic side of things.
12. Be willing to do new things. Don't just "try", do!
13. Be outgoing to get along with others; accept others; do not judge others; respect individuality.
14. Be organised.
15. Do not be the centre of attention.
16. Do not be afraid to accept help.