



Grandparents Corner

August 2018

Getting Organized Saves Time, Reduces Stress

How many times have you had to search through stacks of papers to find something? Often, we get stressed out because we can't find something we need.

Managing the paper in your life is one way to help you find things quickly and reduce stress. Sometimes, we avoid getting organized because the task seems too large. Take time to think through what you want to accomplish. Make a list of what you need to collect and group those items into logical categories. If the task seems overwhelming, divide it into three parts. Make your first priority to sort things you must keep. Things you may need are second priority, and things you probably won't need but want to hang on to are third priority. Next, think through a system that will work for you. Not everyone has the same space or inclination for organization.

Here are some ideas that have worked for other grandparents:

- Identify a location to store information. Large envelopes are one suggestion. Label them in large letters with the contents. A spiral or loose-leaf notebook with topic sections helps keep things in order. Sections could include a list of addresses, school information, medical and immunization records, agency contacts, finances, legal papers, and notes. If a notebook isn't flexible enough, you may want to set aside some space in a file cabinet or buy a cardboard file box. If you have a computer, information can be transferred to computer files.
- Collect more than you need. You never know when a piece of information will be useful.
- Keep a diary, log, or calendar record of telephone calls with agencies and the parents of your grandchildren. Record the date, with whom you talked, and details of the conversation.
- As you work toward getting more organized, don't get discouraged. If the task seems too big, try doing just one thing toward the cause each day. You don't have to file everything in one day.
- Learn to use little bits of time. Sometimes called the Swiss cheese effect, you poke holes in a project that seems too large. Do small chunks at a time instead of waiting for a big block of time that may never happen.
- Identify your prime time for paper work. If you are a morning person, try getting up 15 minutes early and work on organization before you get dressed or go near the kitchen.

As you work toward getting more organized, don't be too hard on yourself. Organization takes work and time, but the payback is great. Instead of spending time looking for things, you can use that time to relax or do something else.

Source: University of Wisconsin - www.uwex.edu

People with advancing Parkinson's Disease (PD) symptoms may not be able to follow some exercise programs due to changes in their physical or thinking abilities. It may be better to fit exercises and stretching into the daily routine that the person with PD enjoys, such as walking, gardening, housekeeping, or swimming. Answer True or False to the questions below.

- 1. Regular exercise can help people with Parkinson's Disease stay more flexible, improve posture, and make overall movement (mobility) easier. T F*
- 2. Exercise can help the person with PD stay ahead of the changes that will take place and help the person feel more in control of the condition. T F*
- 3. No professional can treat difficulties with the activities of daily living (ADL) such as eating, dressing, bathing, and handwriting. T F*
- 4. Stretching helps combat the muscle rigidity (stiffness) that comes with PD. T F*
- 5. People with PD often take shallow breaths. T F*
- 6. Stretching increases range of motion of joints and helps with good posture. It protects against muscle strains or sprains, improves circulation, and releases muscle tension. T F*
- 7. Good physical fitness is made up of three types of exercise: stretching, strengthening, and aerobics, such as deep breathing; and together can help individuals remain active as long as possible. T F*
- 8. Some people with PD complain of slowness in thinking and difficulty finding the right words. T F*
- 9. Stretching can be done at any time of day. T F*
- 10. To prevent falls, people with PD should avoid walking backwards. T F*

KEY: 1. T 2. T 3. F 4. T 5. T 6. T 7. T 8. T 9. T 10. T