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Information Bulletin

Living with TBI: Challenges & Strategies

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Tips for Managing Time and Information:

1. Organize your time to accomplish goals—set a daily goal or two, create a daily plan each morning, review it each night.
2. Carry a daily diary with your schedule. Write things down—review it nightly and turn ideas or issues into actions.
3. Consider using a watch alarm to train yourself to re-focus throughout the day on your goals.
4. Approach tasks one step at a time, organize tasks this way before you begin, e.g., a meal you want to cook with ingredients laid out in the order you need them.

Social Skills are the BEST PREDICTOR OF LONG TERM SUCCESS. Try some of the following:

5. Make eye contact—practice one minute each day.
6. Show interest in the other person. Smile. Nod your head. Speak less than half the time. Try not to interrupt or change the topic.
7. Be sure that you understand. Repeat what you think you heard to verify that what you think you heard is what the other person actually meant ask for examples. Don't be shy!
8. Be clear—Use lots of examples.
9. If you're too speedy and impulsive, slow down—slow down your walking, responding, eating, and breathing.
10. Control your anger—Try using the CALM sequence:
 - a. **C**all someone you know
 - b. **A**llow your emotions to flow
 - c. **L**eave the situation—avoid the fray
 - d. **M**ove about—get out of anger's way