Keeping up to Speed on Day-to-Day Work

Completing tasks on time may be hard for adults who had cancer during childhood. They may need more time than others to finish relatively simple tasks. They may also find it hard to keep up with the rate of normal conversations. Here are a few tips to help you get up to speed on day-to-day tasks and keep up to speed.

If you struggle to …

… keep up with a fast rate of information:

✔ Relax. Take a few deep breaths before you start a task.
✔ Get rid of things that get your thoughts off track. For example, clean your desk of the materials you used for one task before you start something else.
✔ Break the task down into smaller tasks that you can complete in shorter amounts of time.
✔ Focus on one piece of information at a time.

… complete more complex tasks on time:

✔ Begin the task long before the deadline.
✔ Allow extra time to complete tasks.
✔ Allow extra time to decide things.
✔ Break large tasks into smaller tasks or steps. Think about and complete one part at a time.

Other Strategies

✔ Keep track of how much time you spend on homework. Make more time for your work if you need to.
✔ Repeat directions or information back to the person speaking to you.
✔ Repeat information to yourself.
✔ Use written lists of materials and directions.
✔ Question any directions, explanations and instructions you do not understand. Ask for clarification.
✔ Take notes in an outline form. Highlight important facts.
✔ Tape-record directions or information for review at a later time.

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