

**Cognitive Impairment Intervention Protocol (CIIP) for  
Caregiver Interactions with a Person with Cognitive Impairment:  
IX. ORGANIZATION**

**Look for ways to:**

- Organize my time, the task steps, and the task items
- Be efficient, but appear relaxed and calm to this person

**A. Do I organize my time to avoid the need to rush through a task?**

1. Remind yourself that planning your entire time with this person and the multiple tasks to be performed will save time and frustration for this person and for yourself.
2. Establish goals and priorities for your time with this person. Discern this person's own goals first, even when she/he doesn't state them or doesn't seem to know them.
3. Identify your own goals and priorities for this time with this person, after you consider this person's goals.
4. Plan your time and schedule of tasks to allow enough time to get the most important tasks done, so that the goals of this person and yourself will most likely be met.
5. Remind yourself that organizing each task and preparation for each particular task will save time and frustration for this person and for yourself.
6. Discern goals and priorities regarding this task. Consider this person's own goals first, then your goals. For example, during a shower or bath this person may want to feel relaxed, pain free, and luxurious, while you simply want this person to be clean.
7. Plan your time for the task before you approach this person with a task to be performed. Allow enough time to get the most important parts of the task done so that the goals of this person and yourself will most likely be met.
8. Plan for the tasks and the task steps that are most challenging, to occur when this person is best able to perform them, For example, plan to do the most difficult tasks when she/he is less fatigued or frustrated, or do the most appealing task steps first to entice her/him to begin the task and to be better able to understand and perform the more challenging task steps.
9. In your planning, allow enough time to approach this person leisurely and calmly to prepare her/him emotionally for the task.

**B. Do I plan the task steps ahead of time?**

1. Break the task down into smaller task steps.
2. Note which task steps this person can do easily and which are challenging.
3. Plan how to best encourage this person to independently perform the easy task steps, and plan how to make the challenging task steps easier.
4. Remind yourself that this person's comfort is more important than her/his independent performance of a task step. If she/he can do a task step, but is physically or emotionally uncomfortable doing it, then assist or perform the task step for her/him.

**C. Do I do most of the task preparation out of this person's sight, for example, collecting and arranging the task items?**

1. Remind yourself that this person might become tired or confused easily when there are many steps or items to a task.
2. Reduce the amount of distraction for this person by preparing for the task out of this person's sight and hearing. For example, collect and organize task items, such as washcloths and basins before you enter this person's room.
3. Arrange the task so this person sees and hears only those task steps in which she/he can directly participate.

**D. Do I focus more on this person and less on the task or product?**

1. Remind yourself that this person and her/his feelings are more important than the task you are helping her/him perform.
2. Consider this person's own goals first, then your goals. Discern this person's goals even when she/he doesn't state them or doesn't seem to know them.
3. At all times, watch and listen to this person to see how she/he is reacting to what you are doing and saying.
4. Immediately change what you are doing or how you are doing it, when you see or hear negative reactions.
5. Modify the task, the timing of the task, or duration of the task to accommodate this person's preferences, needs, and timing.

**E. Do I move quickly and quietly when I am out of this person's sight, but more slowly on the parts of the task where this person sees me?**

1. Be efficient, but appear relaxed and calm to this person.
2. Perform quickly, efficiently and out of this person's sight and hearing, the task steps that are not meaningful or helpful to this person.
3. When you are with this person, perform the task steps slowly enough for her/him to participate, to understand what you are doing, and to remain relaxed and comfortable.