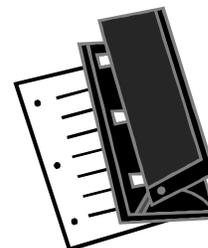


## Tips to Help Organize Workbooks and Written Documents for People Living with Dementia

by Elaine Wiersma, Kathy Hickman and Jeanette Romkema

*In an education event juggling work books, lots of paper, and other written documents is a challenge for any learner (and teacher!). When the learners are people living with dementia trying to find the right piece of paper or spot on a page can interfere with learning, cause undue stress and impact safety. Here are a few tips to keep things organized and help people living with dementia (and other learners) in finding what they need in their workbooks and written documents.*

1. **Colour code sections of the workbook.** Each week should be printed on a different colour of paper.
2. **Use colour** within the workbook to help direct people. For example, “follow along with the paragraph in the green box.”
3. Ensure that **dividers are used** in-between weeks or sessions.
4. **Use symbols or pictures** for specific places on a page so people can easily be directed there (e.g., a mouth for discussion questions, a book for reading, a question mark for brainstorming, etc.). Include a legend in the beginning of the workbook to explain all symbols used.
5. **Number the pages** for easy reference in large font size.
6. **Number specific activities or tasks.** For example, “Follow along with the paragraph at 2.1”.
7. **Print on one side of the page only** to minimize confusion. Put holes on both sides of the paper if people want to put pages facing each other in their binders.
8. **Make sure everyone is on the correct page** at the beginning of the session. This will assist people to move forward together.
9. **Offer to assist** people if they require it.
10. **Minimize the amount of “extra” papers and handouts.** Try to keep everything within the workbook where it’s being worked on.



11. **Ensure the printing is large enough** for people to read. Font size 11 is usually too small – font size 14 is often a better choice.
12. If people are uncomfortable with writing down ideas for brainstorming, ensure that the facilitators **take the flip charts away, type it up for people**, and give it back to them the following week (with a 3-hole punch). When it is given back to participants, facilitators can assist people to put these notes into their binders or folders in the proper place.
13. **Minimize how much information and how many words** you have on any given page. Keep it simple, clear and easy to follow.
14. **Use a binder** so pages are easy to turn and stay organized. If you only have a few pages, ensure all pages are stapled together – one staple in the top left-hand corner is fine.



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