

# Keys to Success: Strategies for Support

adapted from Deb Evensen and Jan Lutke (1997)

## SIMPLICITY



Keeping it simple is best. Not only does simplicity minimize the room for misinterpretation, it also accommodates the need for keeping messages short. When our message is short it will be easier to check for understanding.

Quick tips for keeping our messaging simple:

1. Say what you need to say in “5 seconds or 10 words.”
2. Put extra words such as *please* and *thank you* at the end of a message to keep the focus on the important content.
3. Name first, then directions.
4. Number tasks or “to dos” in the form of a list.

Simplicity is also applicable to the environment. De-cluttering walls and work spaces reduces opportunities for distraction and over-stimulation. Less is definitely more.

For more information, please watch the short video on the topic of **simplicity** from the WRaP Schools’ YouTube Channel: (1min 54secs) <https://www.youtube.com/watch?v=JUlggnieTka>