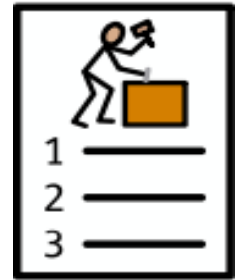


# How to...

# Use a task planner



A task planner can be used to break down instructions into simple steps to support understanding and independence when completing activities.

You can use a formal task like the one pictured here, a whiteboard or a list on a piece of paper.

Illustrate the steps, using...

- Descriptions
- Drawings
- Symbols
- Pictures

Task planners are most effective when used consistently, for every single lesson or activity.

Check the steps have been understood

A sample task planner form titled "Task Planner". It features a small icon of a person pushing a box and the word "plan" in the top left corner. The title "Task Planner" is in a rounded box, followed by a checkmark icon. Below this are four numbered steps (1, 2, 3, 4), each with a large empty box for a description and a small empty box for a checkmark. At the bottom, there is a section labeled "I am working towards" with a large empty box for a goal.

Encourage children and young people to work through the steps, ticking the steps as they are completed.

Task planners can include organisational steps, such as:

- check for full stops
- For this task you will need a pencil, scissors, glue and a ruler

Some children and young people will need additional help. This can be given throughout the activity or added as a at the end (such as):

- put your hand up and ask for help with writing