

How to... Use a Mini Task Schedule

Speech, language and communication needs can make it difficult to: focus on tasks, understand spoken instructions and remember and order the steps of a task.

Mini Task Schedule

Show the student the steps of how to complete an activity on a mini schedule. Think of it like a recipe for the student so the student knows:

Objects: Lay out the items needed for the task in order of use from left to right.

Photos: Take photos of each step of a task and stick to a piece of card. When each step is complete, remove the picture. You can also show pictures of your phone or draw steps on paper.

Words: Write the steps of a task down on a piece of paper. Tick each step off as it is completed.

Objects:



Words:

Task Planner		<input checked="" type="checkbox"/>
1	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="checkbox"/>
I am working towards		<input type="text"/>