



Task Plan

What is it?

A task plan is a visual representation of what the child needs to do in a specific activity.

How to use?

- Before starting activity, check how much the child has understood of the task.
- Repeat and explain each step of the task as required.
- Write a list as you explain each step, using symbols or drawing to support as needed.
- Encourage the child to take ownership of the board filling as much as they can.
- Once completed check the child understands each step and what they need to complete it.
- Work through each step together, supporting the child to check back to the planner and ask the child to explain what needs be done next.
- As the child becomes more familiar encourage them to do multiple steps without support.
- Encourage the child to seek support when needed.
- You might want to make your own task planner with topics the child enjoys.



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Task plan

Task:

What is the activity?

What do I need?

What equipment does the child need to complete the task.

What do I need to do?

What small steps does the child need to do to complete the activity?

This is an example of a task plan. You might what to add in:

- What to do when I have finished.
- How long should this take?
- Reward activity

This could be laminated or created on a whiteboard to allow the child to wipe or tick off each step when completed.