

Visual Schedule Tools & Templates:

Purpose:

To provide structure for arranging schedule and task symbols to reflect the activities of the day. An effective visual schedule is manipulable, allows for flexibility, and is easy for students and staff to use. Templates in this packet include positions for between activity tasks, and within activity tasks (task analysis checklist).

Tools:

Scissors

Laminator

Binding Tools
(hole punch,
binding machine)

Materials:

Schedule Board Templates:

<https://rebrand.ly/FullPageScheduleTemplates>

<https://rebrand.ly/HalfPageScheduleTemplates>

<https://rebrand.ly/DailySchedule>

1-3 lamination pouches (depending on which template is selected)

loop (soft velcro) strips (length will vary depending on template selected)

binding options:

zip ties, binder rings, coil binding, 3-ring binder (full or half size), packaging tape

Assembly Instructions:

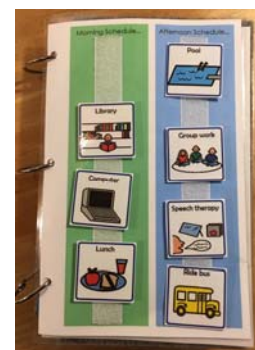
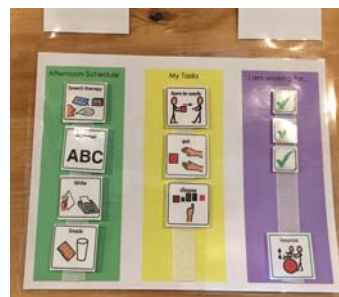
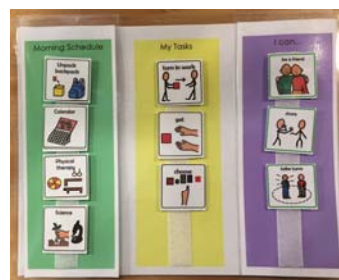
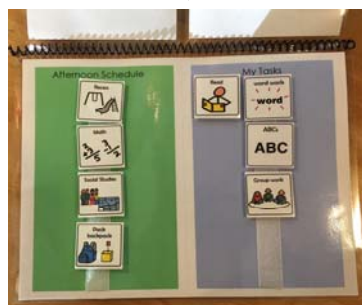
1. Print desired template. Follow instructions included with each board to assemble.
2. Bind with other visual tools as appropriate. Consider the following components:

Visual Symbols—determine if it is *convenient* or *distracting* to store symbols with the board

First / Then Board—it may be useful to transition use a first/then board to introduce or transition a student to a task analysis checklist

Token Board / Puzzle—if needed

Visual Closure System—this may be attached (“discard” page, pocket, etc) or external (bucket, basket, etc)



Visual Closure Tools:

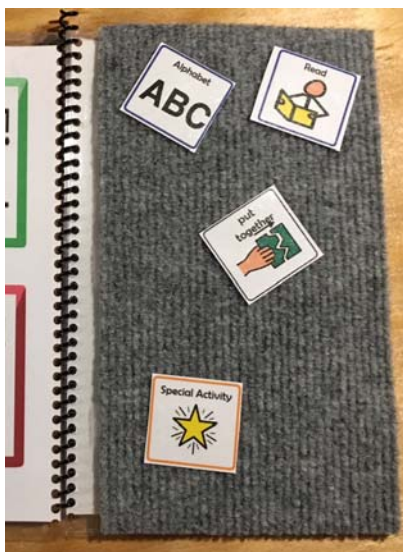
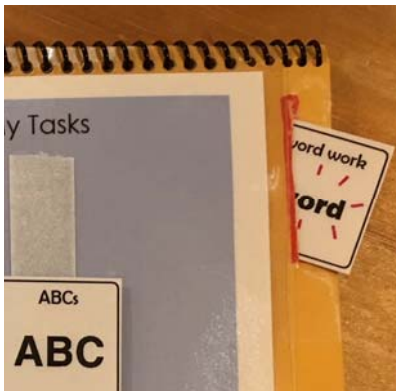
Purpose:

Commonly known as a “finished” position, a visual closure tool provides a system for removing finished tasks from view, allowing the process of completion to be visually and tangibly experienced. Visual closure tools may be as simple as erasing words or pictures written with dry erase marker or crumpling post-it notes of completed tasks.

Materials:

Consider the following visual closure options for removable symbols: a cup, bucket, basket, envelope, empty gum container, or “discard” page (velcro page or carpet square).

Visual closure tools are also beneficial for moving tasks from to-do, to in progress, to completion.



Daily Schedule

Schedule
Activities

(something's
different)

Now

Finished

V

E

L

C

R

O

I will...

V

E

L

C

R

O

Full page Visual Schedule

Page 1: Morning Schedule & Readiness Checklist

Cut in half. Trim as desired. Laminate.

Page 2: Afternoon Schedule & Task Analysis Checklist

Laminate.

Assemble:

Use coil binding or packaging tape to attach morning schedule and readiness checklist along the top edge so they flip back.

The morning schedule goes over the afternoon schedule.

The readiness checklist goes over the task analysis checklist.

Place strips of soft Velcro down the center of each solid color block to attach symbols.

Place a small piece of rough Velcro on the back of the top pages, along the bottom, aligned with the Velcro strip on the bottom page to secure the pages together.

You may also wish to place a small piece of rough Velcro on the back of the bottom page, aligned with the Velcro strips on the top pages to secure the pages together when the top pages are flipped to the back.

Morning Schedule

I am ready!

Afternoon Schedule

My Tasks

Full page Visual Schedule

Page 1: Morning Schedule & Targeted Behaviors for Token Board

Cut along gray lines. Trim as desired. Laminate.

Page 2: Afternoon Schedule / Task Analysis Checklist / Token Board

Laminate.

Assemble:

Use coil binding or packaging tape to attach top pages to bottom pages along the top edge so they flip back.

The morning schedule goes over the afternoon schedule.

The "I can..." goes over "I am working for...".

Place strips of soft Velcro down the center of each solid color block to attach symbols.

Place a small piece of rough Velcro on the back of the top pages, along the bottom, aligned with the Velcro strip on the bottom page to secure the pages together.

You may also wish to place a small piece of rough Velcro on the back of the bottom page, aligned with the Velcro strips on the top pages to secure the pages together when the top pages are flipped to the back.

Morning Schedule

I can...

Afternoon Schedule

My Tasks

I am working for...