

## **Task Plans**

### **What is a Task Plan?**

A task plan is a sheet that identifies the steps for a child to follow to complete a task or piece of work. It provides visual and written information on what materials the child needs, what steps they have to follow and how long they are expected to remain with the activity for. It also gives information on what reward might be available on completion of the task.

As it is a visual resource it provides a clear reference that the child can go back to once they begin a task and the verbal instruction has been given. It therefore acts as reminder for the child.

### **Why is a task plan important to use?**

Children with language and social communication difficulties can find it hard to complete a task. This may be for several reasons including;

1. Difficulties in understanding all of the spoken words
2. Difficulties in knowing what order to do things in or what all of the steps in the task were
3. Difficulties in remembering all of the spoken instructions and then applying these for the duration of the tasks
4. Difficulties in knowing what parts of the task are important and which ones need to be focussed on

Having the visual prompt allows the child to have a clear reference to support them in completing the task.

### **How do I use a Task Plan?**

1. Give the class the spoken instructions as you would typically do
2. Once this is complete using a task plan sheet resay the spoken instructions – you could ask the child what parts they remember and fill in the sections of the task plan that the child has remembered. This builds their independence in completing tasks.
3. Prompt the child for the parts that they might have missed by saying things like 'What about pens and paper?' 'What about the writing part?'
4. Once you have written the key instructions try to draw a simple picture so that the child has this visual as well as the simple written instruction.
5. Leave the task plan on the sheet by the child so that they can refer back to it
6. If the child asks questions about what to do refer them back to the task plan



7. It might be a good idea to get the child to place a tick next to each step on the task plan once they have completed it. This way they can keep track of where they are up to.
8. It is important to complete a task plan for each task that a child is expected to complete independently. This way they begin to learn the structure and steps that they are expected to follow during a work activity.

If you have any questions then please do not hesitate to contact your Speech and Language Therapist to discuss this further.

## TASK PLAN

**Name of Task:**

**What things do I need to do the task?**

**What do I need to do?**

**What do I do next?**

**Reward:**

