

SCHEDULING



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Self-Directed Support Toolkit

Section 1

CALENDARS & PLANNERS



Example of a monthly calendar

Calendars and planners are a very useful tool for scheduling, activity planning, and even documentation records if you choose.

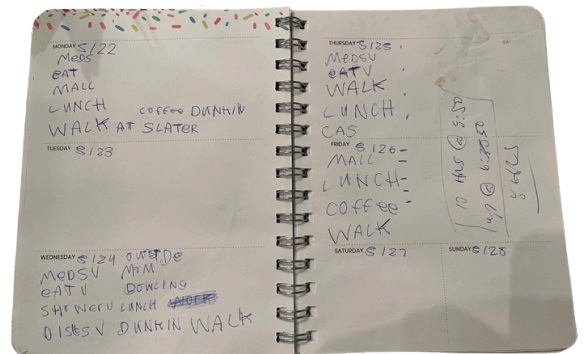
You may wish to purchase one you like in a certain format or style, but you can also download and print many different types of calendars and planners online for free.

One example is www.calendarpedia.com

They offer them in **PDF**, **Word**, and **Excel** files to download, print, and/or edit on the computer.

There are MANY options and formats to try.

- **You could use calendars and planners:**
- **By the hour/daily**
- **The Week**
- **The Month**
- **Or all or some of the above**



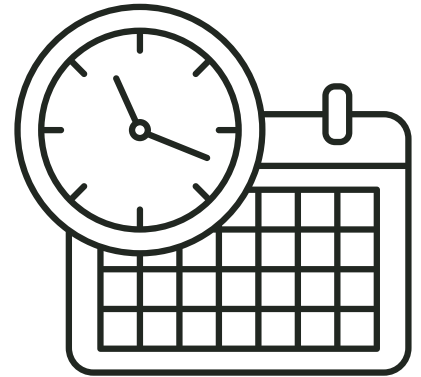
Example of a weekly calendar

You can also use one of their schedule designs.

TIP: For people who may need help practicing writing, remembering the month or date, practicing numbers, etc. Choosing a blank undated calendar (as opposed to one specifically for a certain year) can be a great way to work on these skills with their staff.



SCHEDULING EXAMPLES



Using Spreadsheets

- Making spreadsheets in Excel, Google Drive, or other similar programs/apps can be a great tool to customize a quick and visual schedule.
- If you're not a computer person, mapping out a graph of scheduling on printed paper could be better for you.
- You can print out the following grids and make them your own.
- You can make it easier and more fun to read with highlighters or other markers!
- We have also included examples to show you how others may use this tool for their own schedules.



EXAMPLE WEEKLY SCHEDULE

Individual's Name: _____

Date: _____

TIME		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 am	00							
	30							
8 am	00		MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	
	30							
9 am	00	MORNING ROUTINE						MORNING ROUTINE
	30							
10 am	00							
	30		WORK	WORK	ART STUDIO	WORK	WALK	
11 am	00							
	30	WALK						GYM
12 pm	00							
	30							
1 pm	00	LIBRARY						
	30							
2 pm	00							
	30							
3 pm	00	WORK ON PUZZLE	LIBRARY	READING	LIBRARY	WORK ON PUZZLE		READING
	30							
4 pm	00		WALK					WORK ON PUZZLE
	30							
5 pm	00							
	30							
6 pm	00							
	30							
7 pm	00							
	30							
8 pm	00	NIGHTTIME ROUTINE						
	30							

WEEKLY SCHEDULE

Individual's Name: _____

Date: _____

TIME		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 am	00							
	30							
8 am	00							
	30							
9 am	00							
	30							
10 am	00							
	30							
11 am	00							
	30							
12 pm	00							
	30							
1 pm	00							
	30							
2 pm	00							
	30							
3 pm	00							
	30							
4 pm	00							
	30							
5 pm	00							
	30							
6 pm	00							
	30							
7 pm	00							
	30							
8 pm	00							
	30							8

EXAMPLE STAFFING PLAN

Name _____

Week of _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
6 AM								
7 AM								
8 AM								Staff #1
9 AM								
10 AM								Staff #2
11 AM								
12 PM	Staff Name #1	Staff Name #1	Staff Name #1	Friend Name	Staff Name #1	Staff Name #2		
1 PM								Friend
2 PM								
3 PM								
4 PM								Family
5 PM								
6 PM	Staff Name #2			Staff Name #2				
7 PM								
8 PM								
9 PM								
10 PM								
11 PM								
12 AM								

STAFFING PLAN

Name _____

Week of _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
6 AM								
7 AM								
8 AM								
9 AM								
10 AM								
11 AM								
12 PM								
1 PM								
2 PM								
3 PM								
4 PM								
5 PM								
6 PM								
7 PM								
8 PM								
9 PM								
10 PM								
11 PM								
12 AM								

Self-Directed Support Toolkit

Section 1

CONSUMER-FRIENDLY PLANNING TOOLS



The following pages of this section will provide tools that can be helpful to individuals self-directing to prepare for their days and new experiences.

Summary:

The First/Then Board

- A visual tool for assisting someone in doing an activity or task. It helps regulate behavior or emotions, especially during transitions.
- Example: First: Make Bed/Then: Coffee.

Checklists

- Visual aides for an individual to know what comes next
- Help to know the schedule
- Can reduce anxiety
- Track activities and progress towards ISP goals
- Reflect on what was done during the day
- Help to know tasks and activities are **DONE!** when you check them off the list.
- Celebrate what was completed at the end of the day

Remember

- Start each day with these tools
- These tools should be created and used regularly and consistently to be most beneficial.
- We encourage these to be created in collaboration with the individual's input and direction and based upon their needs and preferences.

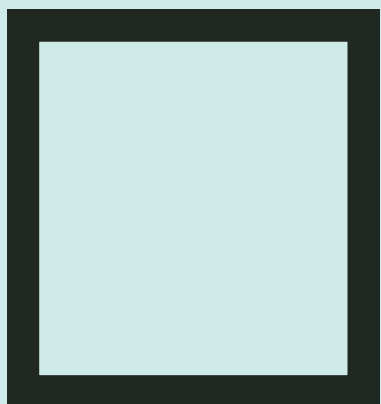


FIRST

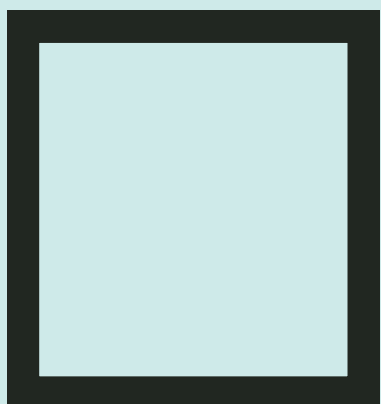
THEN



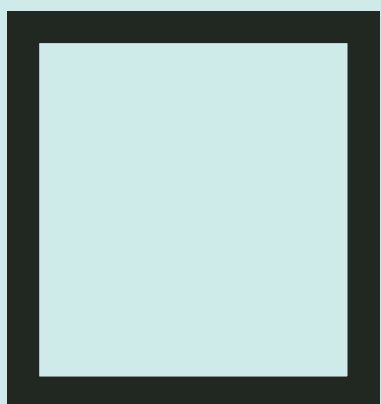
DAILY CHECKLIST



1








2



3

Picture schedules

		Get out of bed.
		Get dressed,
		Eat breakfast
		Go to work.
		Go home.





WEEKLY TASK CHECKLIST

WEEK OF _____

Morning Routine	M	T	W	Th	F	Sa	Su
Brush teeth							
Make bed							
Eat breakfast							

Afternoon	M	T	W	Th	F	Sa	Su
Eat lunch							

Night Time Routine	M	T	W	Th	F	Sa	Su
Eat Dinner							
Brush Teeth							