

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.

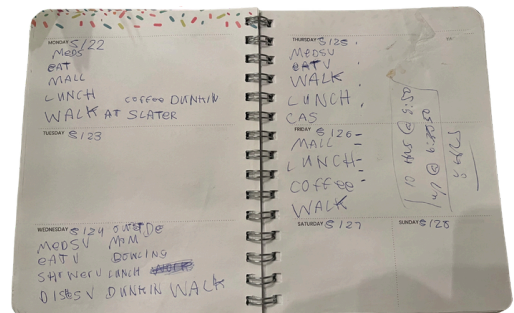
You may wish to purchase one you like in a certain format or style, but you can also download and print many different types of calendars and planners online for free.

One example is calendarsquick.com, which has free printable calendar templates.

Example of a weekly calendar

Here are some templates we like for:

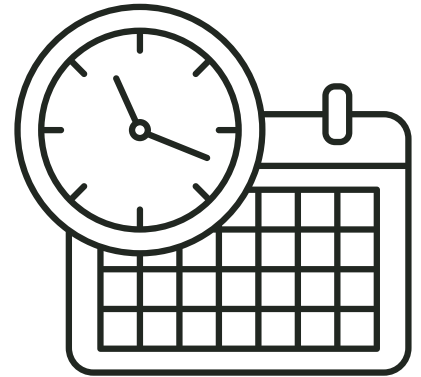
- [Hourly/daily schedule](#)
- [The Week](#)
- [The Month](#)
- [Undated Calendar](#)



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								
1 PM	Staff Name #1	Staff Name #1	Staff Name #1	Friend Name	Staff Name #1	Staff Name #2		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.

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

- Are visual aids for an individual to know what comes next
- Help to know the schedule
- Can reduce anxiety
- Track activities and progress towards goals
- Reflect on what was done during the day
- Help to know tasks and activities are **DONE!** by checking 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 **consistently to be most beneficial.**
- We encourage these tools 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



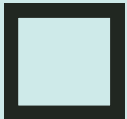
MY DAY

Date: _____

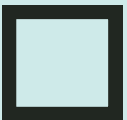
WITH Staff's Name: _____



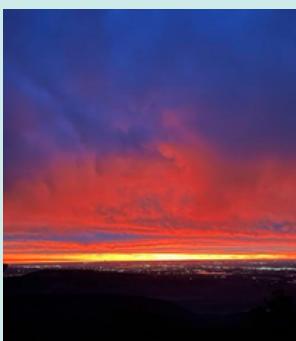
Morning Routine



Community



Chores



Evening Routine

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							