

Visual Schedule Protocol

<p>Materials: board or surface, visual aids, laminator (optional), markers or pens, printer (optional), computer (optional)</p> <p>Purpose: Overview of how to implement visual schedules to support individuals in their daily routines.</p>		
<p>Review schedule (make sure you know each step)</p> <ul style="list-style-type: none"> -Identify purpose of schedule -Choose visual elements -Establish a format -Create consistency -Utilize schedule each day 		
<p><u>Identify Purpose of Schedule</u></p> <p>Is the schedule to help someone manage their daily activities, understand expectations, or learn a new routine?</p> <p>Once the purpose has been set, layout every step that needs to be included in the schedule.</p>	<p>Help identify the steps in the schedule</p>	
<p><u>Choose Visual Elements</u></p> <p>Develop a list of each step/activity in the visual schedule</p> <p>Select appropriate visual elements to represent each task or activity.</p> <p>This could include pictures, icons, symbols, or written words, depending on the individual's preferences and needs.</p> <p>Ensure that the visuals are clear, simple, and easily recognizable.</p>	<p>Assist in choosing appropriate pictures or symbols</p>	<p>Use pictures, words, or a combination of both based on the person's reading level</p> <p>For someone with a visual impairment, ensure that the pictures and font are large enough for the person to see.</p>
<p><u>Establish a Format</u></p> <p>Decide on the format of the visual schedule. It could be a daily, weekly, or monthly schedule, depending on the timeframe and complexity of the routine.</p> <p>Consider whether the schedule will be displayed vertically, horizontally, or in a grid format.</p> <p>Choose a format that is easy to understand and fits the individual's lifestyle and environment.</p>	<p>Give feedback on layout and ease of understanding.</p>	<p>Provide options among activities to promote choice-making and self-advocacy.</p> <p>Plan for unexpected changes or certain events not to be available. Prepare the person as necessary.</p>
<p><u>Create Consistency</u></p> <p>Maintain consistency in the design and layout of the visual schedule to promote understanding and predictability.</p>	<p>Help place schedule across settings to ensure consistency</p>	<p>Based on need, the schedule can stay in one location or move with the individual across settings.</p>

<p>Use consistent colors, fonts, and visual elements throughout the schedule. Make sure to update the schedule regularly to reflect any changes in routines or activities.</p>		<p>Create backup schedules in case of damage or it being misplaced.</p>
<p><u>Utilize Schedule Each Day</u> Explain to the individual each day that utilizing a visual schedule allows them to better follow multi-step instructions, promotes independence, and improves transitions.</p> <p>Review the schedule each day with the individual and give them the opportunity to cross off tasks as they complete them.</p> <p>Practice using the visual schedule together until the individual feels comfortable with it. Offer praise and positive reinforcement for successfully following the schedule. Encourage consistency and provide gentle reminders when needed.</p>	<p>Review and utilize schedule throughout each day or setting</p>	<p>Use gestures and physical prompts to help the learner identify what step they are on.</p> <p>Initially, it is okay to model! The goal is for the individual to utilize the schedule independently, but assistance is okay if needed!</p>