

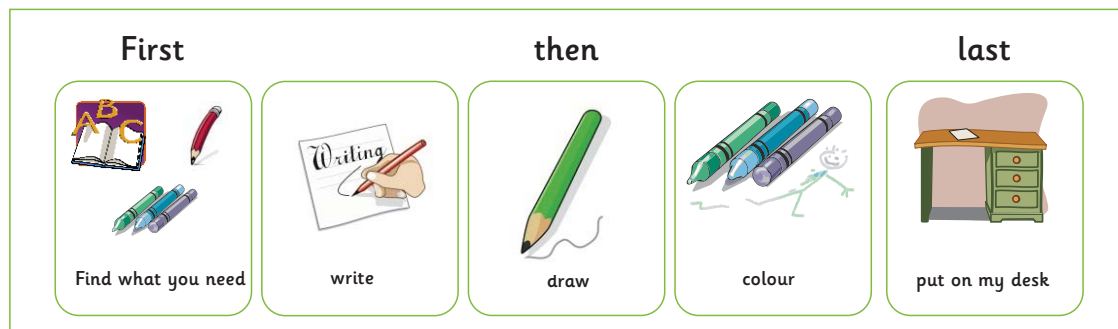
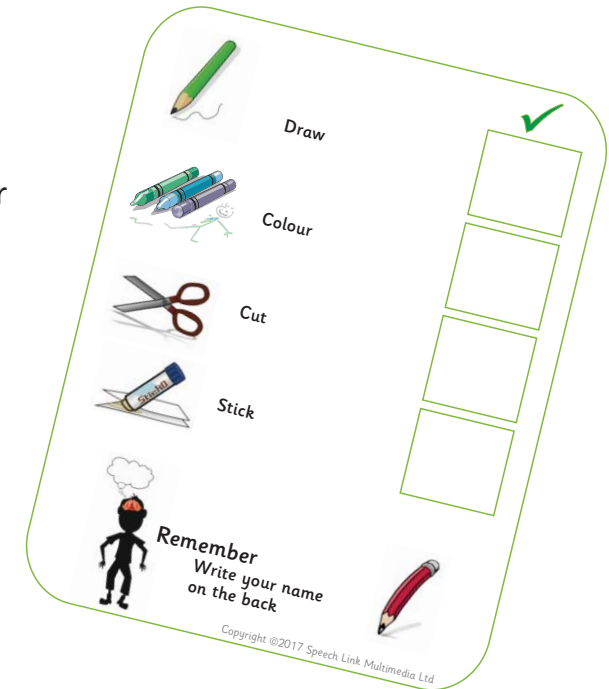
How To Use The Task Management Boards

Objective: These boards provide children with a sequence of tasks to carry out in order, for example when getting ready for PE or writing a story. They may include picture representations of steps to complete the task. See the example below.

When to use: They are used to develop independent working for children who struggle to stay on task. You can add a reward at the end to motivate children to complete the task, for example, a sticker or house point, or 5 minutes on the computer.

Print out and laminate the Task Management Board of your choice. Use the icons to fill in the board, or get the child to draw their own steps. You can make these up for any routine throughout the school day.

Always go through the board with the child before the task begins, making sure they understand the icons. Make up your own individual icons or ask children to draw the icons themselves, so long as it is clear what they represent when completing the task.



Example Task Management Boards

These examples are for simple classroom instructions.

e.g. 'Get your pencil and some cubes, write today's date then do question 1-4. Check your answers.

When you have finished put it on my desk.'

First	then	last
	 rubber	
do questions 1, 2, 3, 4	check your answers	put on my desk

Copyright ©2017 Speech Link Multimedia Ltd

First	then	last
		
find what you need	write the date	do your work
		
		ask the teacher

Copyright ©2017 Speech Link Multimedia Ltd

✂ Use the Task Management Board icons to make your own board.

First




then



last

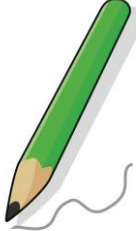


Copyright ©2017 Speech Link Multimedia Ltd

 Use the Task Management Board icons to make your own board.

First	then	last	

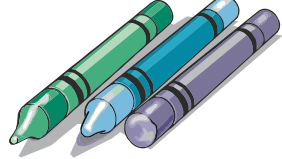
Copyright ©2017 Speech Link Multimedia Ltd



draw



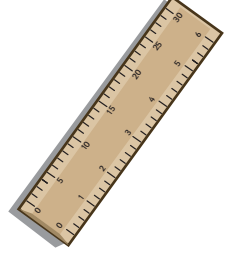
write




colour




check answers



measure



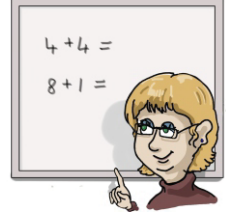
cut




stick/glue




start writing



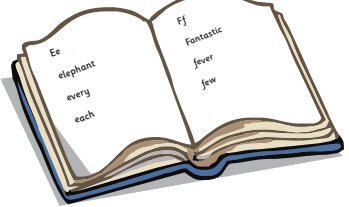
go to the teacher



do your work



write the date



check spellings



remember

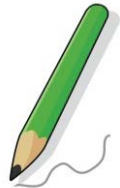


finger spaces

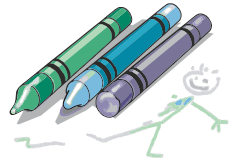


finished work

✂ Use the Task Management Board icons to make your own board.



Draw



Colour



Cut



Stick



Remember

Write your name
on the back



Copyright ©2017 Speech Link Multimedia Ltd




Remember



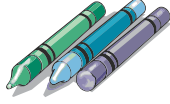







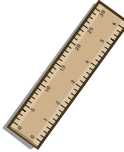




Copyright ©2017 Speech Link Multimedia Ltd

✂ Use the Task Management Board icons to make your own board.

Task Management Board Icons



Copyright ©2017 Speech Link Multimedia Ltd



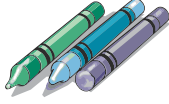







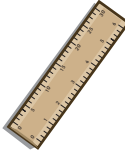




 draw	 write	 colour
 cut	 stick/glue	 start writing
 write the date	 check spellings	 remember
 rubber check answers	 measure	 do your work
 finger spaces	 go to the teacher	 finished work

✂ Use the Task Management Board icons to make your own board.

Task Management Board Icons

✓

Copyright ©2017 Speech Link Multimedia Ltd

 draw	 write	 colour
 cut	 stick/glue	 start writing
 write the date	 check spellings	 remember
 rubber check answers	 measure	 do your work
 finger spaces	 go to the teacher	 finished work