



What is a Visual Schedule?

A visual schedule is a set of pictures that illustrates step by step instructions for a given task, activity, or routine.

Why use a Visual Schedule?

- It allows children to understand step by step instructions to completing a task at a specific time.
- It communicates the sequence of upcoming activities or events.
- Children can feel more at ease and calm when they know what is coming up next or what is expected.
- It can be helpful with transitioning between activities.
- It can develop new skills such as reinforcing and supplementing verbal instructions, teaches time concepts and sequencing.

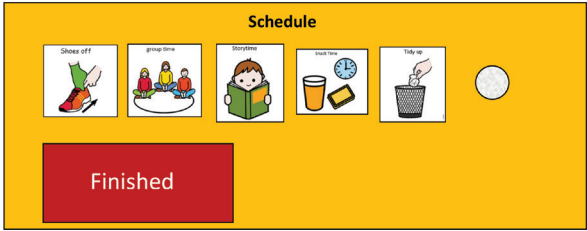
How to use a Visual Schedule

- Position the schedule in a central location where it can be easily seen.
- Use the schedule when going through a routine, activity, or task. This can be used with all children if it relates to the whole group.
- Try to avoid using too many words when using the schedule and point to each picture while addressing each step.
- Allow the child to move the arrow along or pull off the picture card when an activity or task is completed. To indicate that a task is completed the picture card can be placed in a finished basket or envelope or moved to the finish side of the board.
- Present the visuals from top to bottom for vertical scanners or left to right for horizontal scanners, depending on how the child reads the schedule best.
- Consider using mini schedules for tasks that have multiple steps.
- Advice on how to use visual schedules can be provided by the child's parents, key worker or therapist.

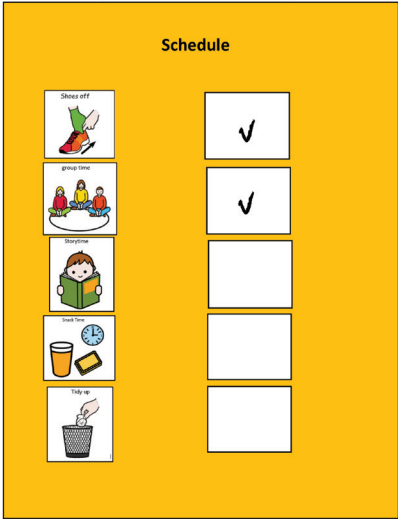
How to create a Visual Schedule

- Visual schedules can come in various formats, such as apps or paper based.
- To make a paper-based schedule you will need to select the [visuals](#) needed.
- Print the picture and laminate if possible. Cut them into cards (approx. 5cm squares).
- Make a backing board using A3 or A4 cardboard or paper, depending on the number of tasks and laminate for durability. A ruler can also be used. Use Velcro to attach the picture cards, either vertically or horizontally.
- To indicate that the task is completed either have a finished basket or envelope at the end of the schedule or another row of Velcro to place the card once the task is completed. Alternatively, you may use an arrow or a tick box to indicate that the task is completed.
- Remember to allow the child to move the cards or tick off the task when completed.

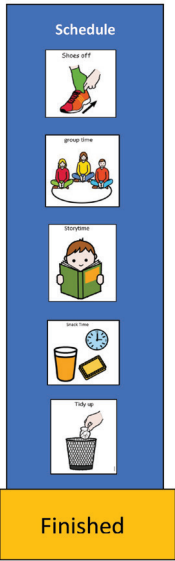
Some Examples of Visual Schedules



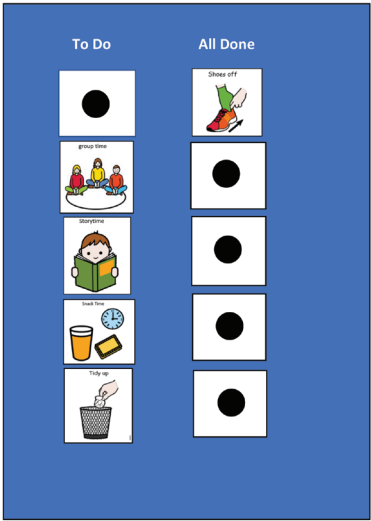
Horizontal Schedule with finish envelope



Vertical Schedule with tick boxes



Vertical Schedule with finish envelope



Vertical Schedule with additional Velcro row to place completed step