**Get Ready, Do, Done, Get Done: a Practical Approach to Planning Task Completion**

How does it help?

1. Helps kids break down tasks
2. Teaches kids forethought and helps them put on their “future glasses”
3. Helps them know what materials they need to do the task
4. Lets them know what steps they need to take to make it complete
5. Let’s them know what to do if they get stuck
6. Shows what the task will look like when they are done
7. Helps them become more independent in task completion

Example tasks

* Getting ready for school
* Completing a household responsibility/chore
* Doing homework

How does it work?

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| **Plan My Work: Start at the end and work backwards** | | |
| Get Done | Write what you do you do when it is done | Where do you put the completed work, what happens next, check the finished picture |
| Done | Show a picture of the completed task and any details needed | Take a photo or draw a picture, then list any additional details needed |
| Do | List the steps to complete the tasks | Write how long it may take and the half-way mark in the task. |
| Get Ready | list the materials needed |  |
| **Execute My Plan: When you have your plan work your plan forward** | | |
| Get Ready | Get out the materials needed | Check that you have everything needed |
| Do | Set the timer, start the tasks, check how far along you are at the half-way mark | How are you tracking in your task? Do you have to make any adjustments? |
| Done | Compare the finished product with the “Done” picture/words |  |
| Get Done | Where does the completed work go or what do I do next? |  |

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| **Get Ready**  3. What materials do I need?  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | **Do**  2. List the steps required to get the  job done  Time: How long will each step take?  Mark the time for each step or the half  way mark.  If I get stuck I can ….    TASK TIME   1. Click or tap here to enter text. 2. Click or tap here to enter text. 3. Click or tap here to enter text. 4. Click or tap here to enter text. 5. Click or tap here to enter text. 6. Click or tap here to enter text. 7. Click or tap here to enter text. 8. Click or tap here to enter text. 9. Click or tap here to enter text. 10. Click or tap here to enter text. | **Done**   1. What will it look like when I am done? (picture and/or words) |
| **Totally Done**  4. Where does the completed work go?  What went well and what could be  improved? |