Task management boards

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What is a task management board?

- A task management board is a visual way to communicate to a child what needs to be done.
- It is a set of instructions to enable a child to complete a given task. It is usually a series of pictures and simple actions illustrating what needs to be done to complete a task.
- Can be used to support children to complete all kinds of activities and tasks by supporting their understanding of the different stages to go through ie personal care tasks such as handwashing, (especially useful during Covid pandemic!)
- The task is broken down into smaller, more manageable steps. These can be removed or ticked off on completion.
- It can include a list of equipment and resources needed to complete the task too.
- Sometimes the equipment list can include an explanation of what they are and how to use them.
- They can be adapted for all age groups and abilities.
- Task management boards can be words, pictures, photos or a combination.
- Can include an explanation or image of what the finished task will look like.

Why do you need to use a task management board?

- **Aid memory**

- **Promote independence**

- **Tool to help organisation**

- **Support understanding**

- **To support and develop planning and sequencing skills**

- **Prevent disengagement - A task management board can support pupils who feel that tasks are overwhelming to them and that they will be unable to complete them or they do not know where to start.**

- **Reduce anxiety – Often used with children who have ASD**

- **Tool to help with problem solving -Reminder of how a problem is solved – for example if a child becomes anxious if their ipad/laptop is out of charge complete a task management board on how it was solved, keep it and refer to it next time this problem occurs. Eventually the child will learn how to cope independently with these recurring problems**

- **To provide a clear visual guide so the child understands how much they need to do and when the task is completed.**

- **Good sense of well-being – sense of independence and accomplishment**

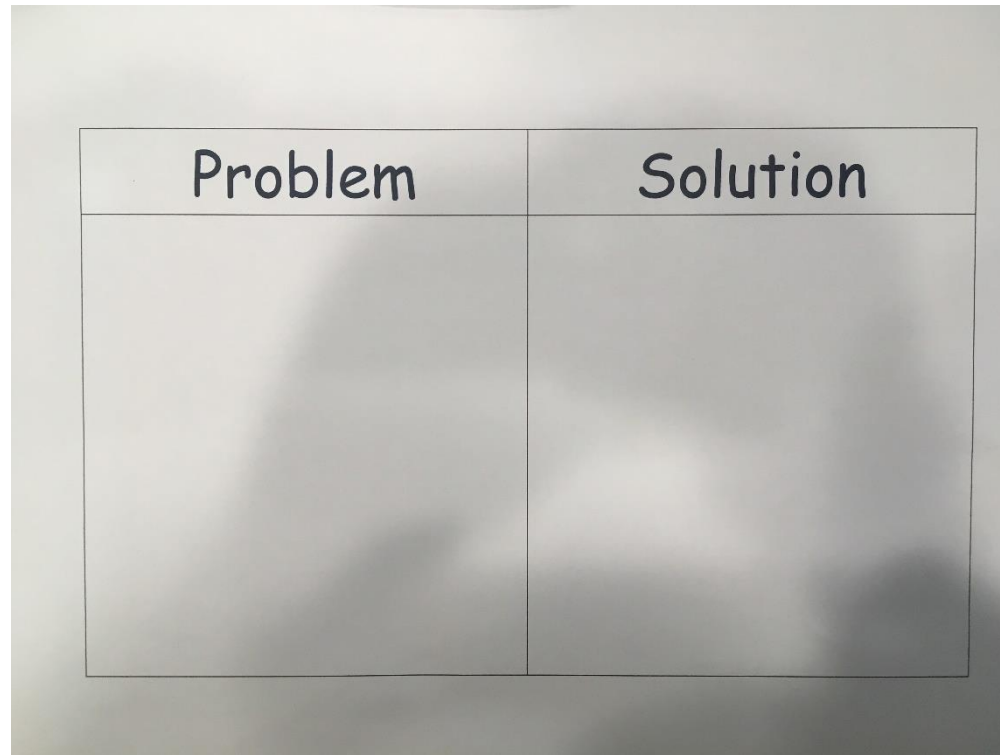# How to use a task management board.

- Whole class, individual or groups

- Displayed for whole class to use, on tables or given to individuals – need to be able to move individual ones so probably not the best idea to stick to table.

- Begin by completing the task management boards with the child talking them through each step or model self-talk. Gradually increase independence so that pupils can complete them themselves.

- Can be laminated and child uses dry wipe pen to tick off or hook and eye/Velcro/blue tack so that the pictures can be removed on completion.

- Can even be bullet points or a series of quickly drawn pictures on a whiteboards.

- Pupils can have some to take home to help then complete homework. Can be completed at school with support and parents may like to get on board and be shown how to use them.

- Keep personal ones to use as a reminder for dealing with recurring themes/instances – make into a book

- Display on wall or on personal workstations

- Can include key vocabulary that is expected to be used

- Input in a phased way – model and support then ease off

- Can include the reward visual at further motivation.

Who would use a task management board?

- **Excellent whole class tool**
- **Pupils with Speech Language and Communication needs (SLCN).**
- **Pupils with language memory difficulties because they find it difficult to remember the spoken word. Unlike words, the visuals do not disappear into thin air.**
- **Great for pupils with low confidence and self esteem.**
- **Pupils with C&I, C&L, SEMH needs**
- **Pupils who need support to become independent learners – intermittent support (another great benefit is that you can support more than 1 child at a time.)**

Examples of task management boards

Problem solving

from: SENDgateway.org

Task Plan

What do I need?

1		4	
2		5	
3		6	

What do I need to do?

1.. ☐

2.. ☐

3.. ☐

Anything else?

.... ☐

.... ☐

Reward

How long?

F
I
N
I
S
H

[clock face showing numbers 1–12]

Task sheet

	☑
1	
2	
3	
4	
5	
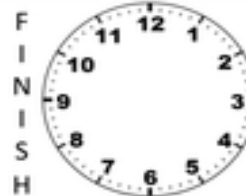
TITLE

Testable Question

Hypothesis

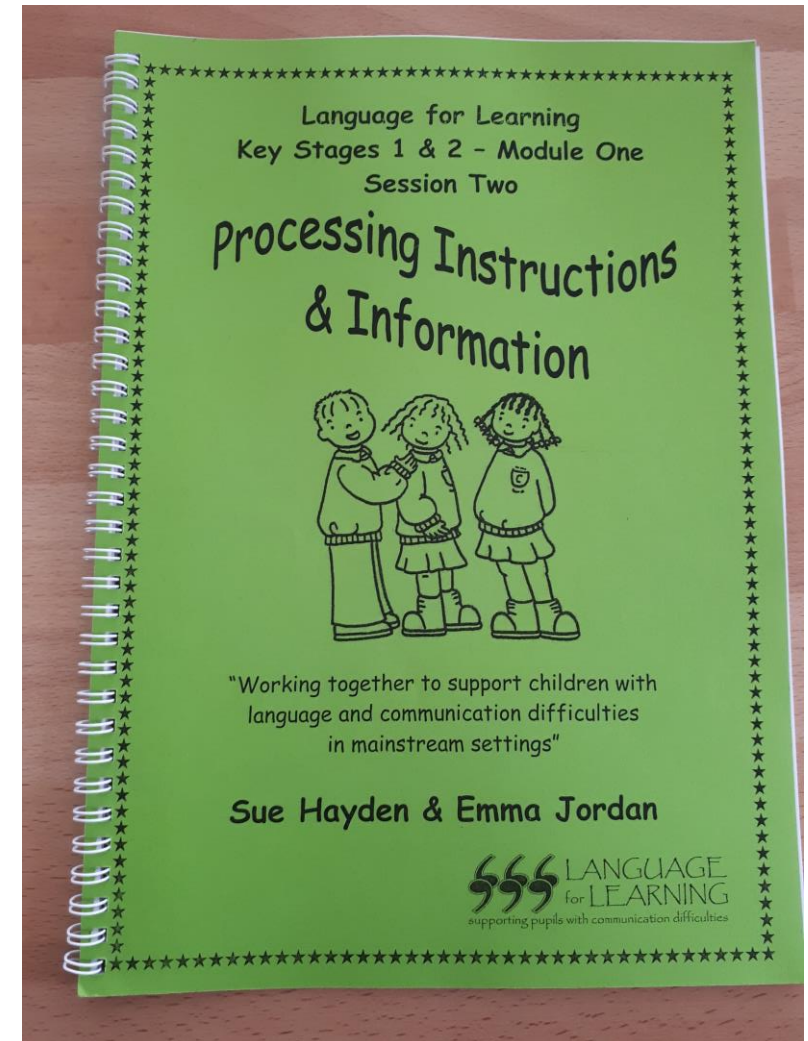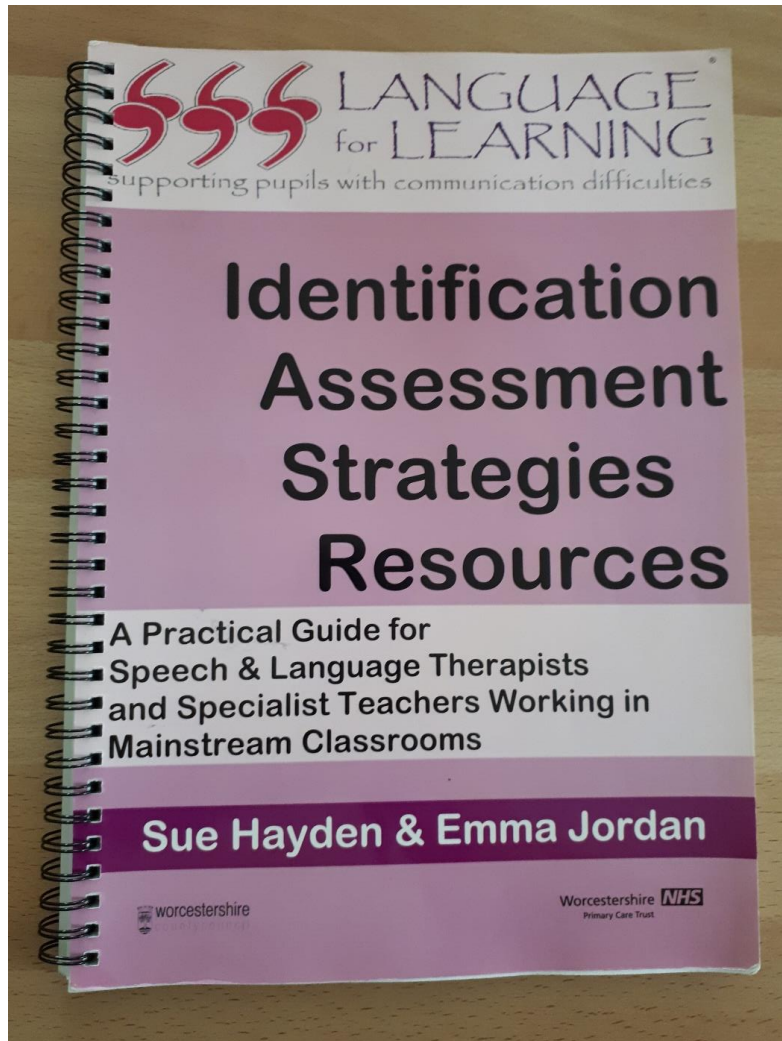## Materials Used

Procedure

Data/Results

- Graphs

- Data tables

- Pictures

Data Analysis

Conclusion

Resources

Useful links

- https://www.sendgateway.org.uk/resources.task-management-boards.html#:~:text=Task%20management%20boards%20can%20be%20adapted%20for%20all,what%20a%20finished%20piece%20of%20work%20looks%20like.

- www.languageforlearning.co.uk

- https://speechandlanguage.info/blog/2018-03-23-how-to-use-task-management-boards

- https://www.tes.com/teaching-resources