

Support planning and organisation

Use flexible learning environments that support executive functioning skills such as processing information and organisation.

- ✓ Use charts, visual calendars, colour coded schedules, visible timers and cues to increase the predictability of regular activities and transitions.
- ✓ Encourage students to use their mobile devices to schedule alerts and reminders for regular and novel events and task deadlines.
- ✓ Model and make available graphic organisers and flow charts to support planning and thinking in all curriculum areas.
- ✓ Break tasks and lengthy assignments into small, manageable parts. Schedule workflow using [Trello](#) to organise what needs to be done and when.
- ✓ Provide options so that students can submit work online.

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