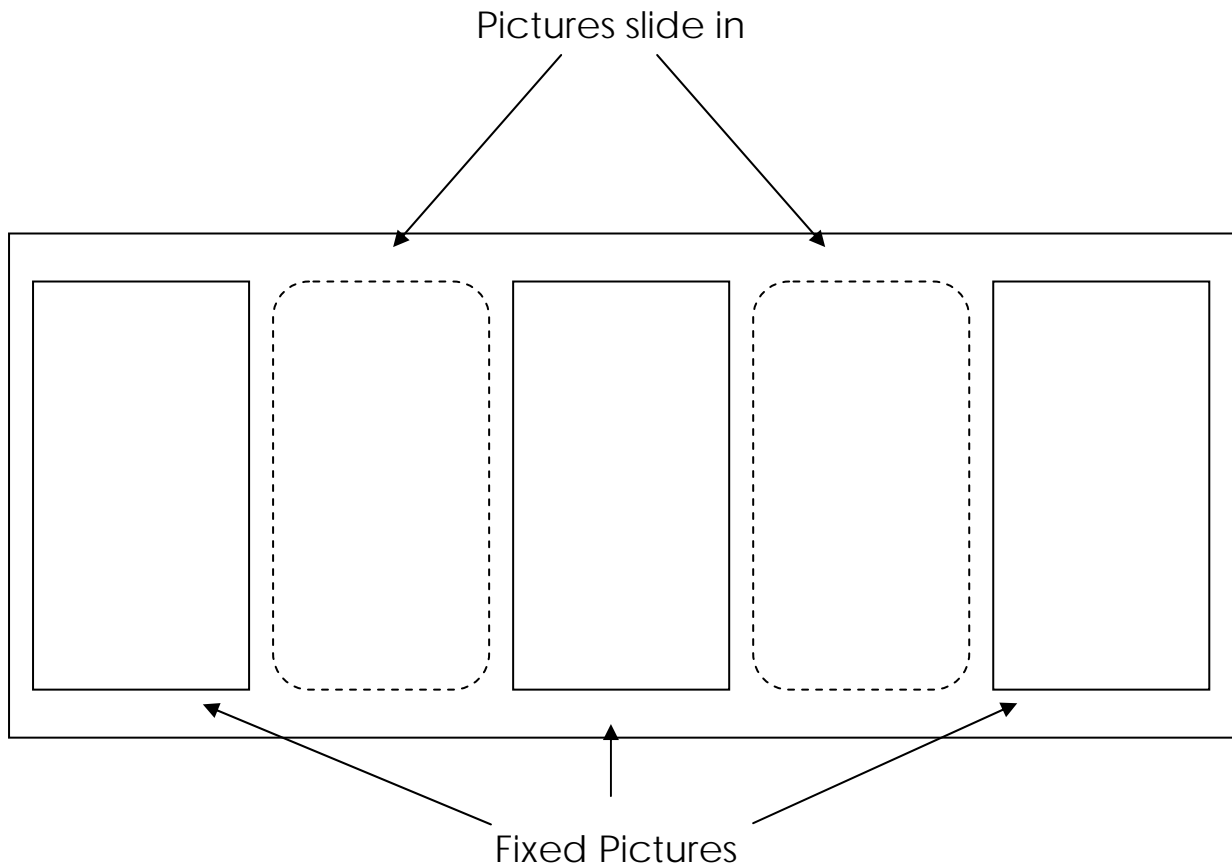


Visual Timetable Guidelines

- A visual timetable uses photos, pictures, symbols or objects placed in a sequence to represent daily activities. They give the user more control and predictability over their daily life. It can give them opportunities to make choices and encourage communication.
- A visual timetable can help by showing 'waiting'. For example, it could show that the person has to do certain activities before they can go out.
- Keep it clear and simple. The timetable needs to be presented in a way the person understands. Choose simple pictures they can recognise.
- Consider the format. Some people may find it easier to track down rather than across the page. Consider size of pictures.
- The timetable should be placed in a convenient place where it cannot be tampered with by others.
- For those people who do not understand the concept of time, fixed pictures of key routines such as breakfast, lunch and bedtime can be used with spaces in between to add activities, tasks etc.

Visual Timetable



- The timetable can represent part of the day, a whole day or a week. This will depend on the person. It is best to start with a simple daily plan with just a few activities represented. As the person becomes familiar with the concept, you can increase the number of activities and days etc.
- Ideally the timetable should be prepared at a set time each day, either last thing at night or early in the morning routine. It should be made part of their daily routine with staff setting aside adequate time to help the person plan their day.
- When an activity has finished, the pictures can be turned over or removed (and placed in a safe container so they are not mislaid).

- The pictures can be used to explain things that are not happening. If an activity has been cancelled, the corresponding picture can be removed or covered over. This is helpful when the person does not understand negatives ie if you say, "you are not going for a walk", they will only understand, "going for a walk". If the picture is not there or covered over, this shows visually something is not happening.
- If you decide to laminate the pictures, use a matt finish.
- Use Velcro to attach the pictures. It is easy to use and reattach pictures.