

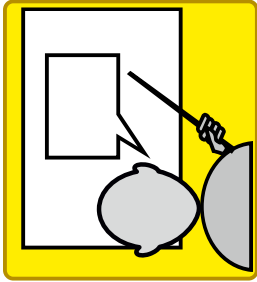
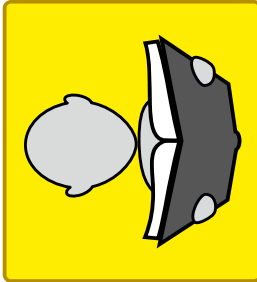
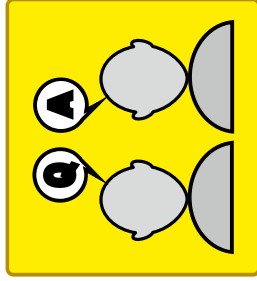
How To Use The Task Management Boards

Objective: These boards provide students with a sequence of steps to carry out in order to complete a task. They can be used for any classroom activity, for example completing a project, writing answers to an English comprehension piece or working through the steps of a maths equation. They may be written or include picture representations of steps to complete the task.

When to use: Task management boards are used to develop independent working for students who struggle to stay on task by breaking tasks down into individual manageable steps. A suitable and motivating reward can be offered for completion of all steps or a subset depending on the student's ability.

How to use: Print out and laminate the Task Management Board of your choice. Use written instructions supported by pictures where necessary, to fill in the board. It is particularly effective to ask the student to draw or write down their own steps. Always go through the board with the student before the task begins, making sure they understand and icons.

Example task management board

First		then		last
	Listen to the information		Read the questions	
			Discuss with your talk partner	
			Write your answers	
			Check your answers with your partner	

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First

then

last

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First

then

last

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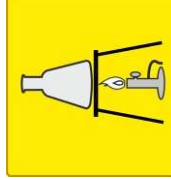
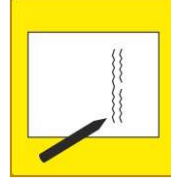
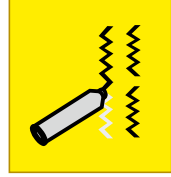
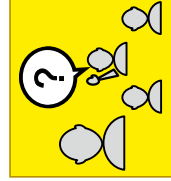
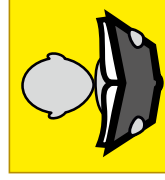
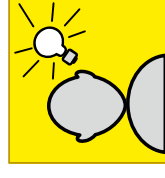
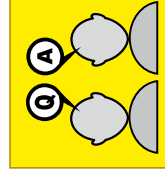
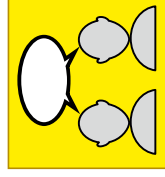
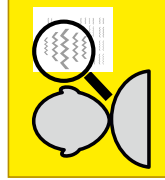
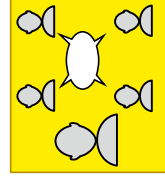
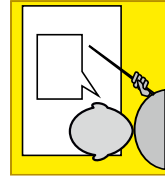
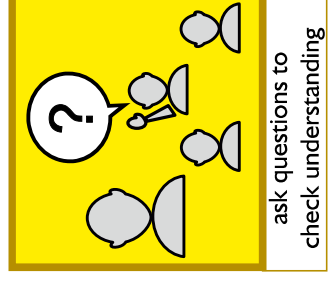
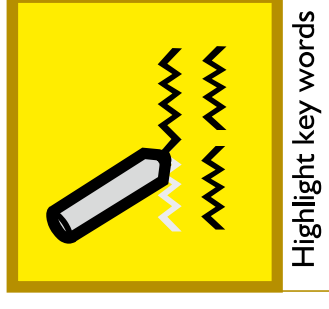
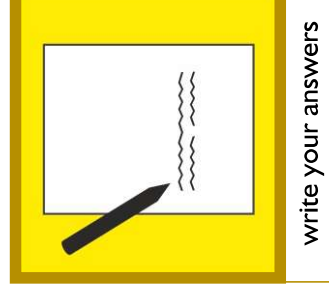
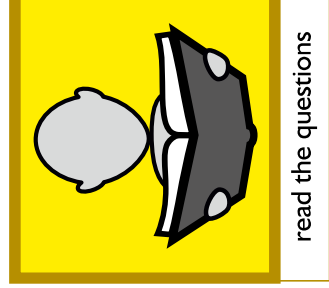
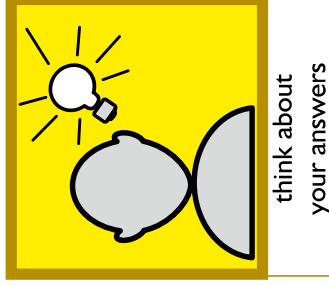
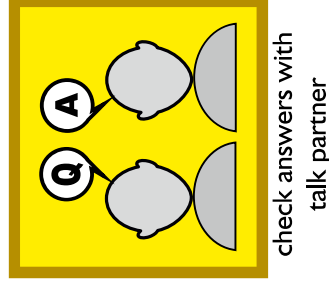
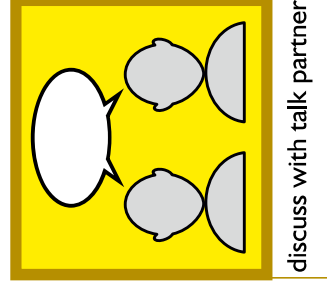
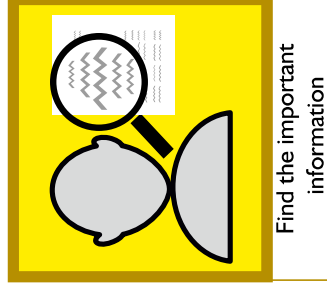
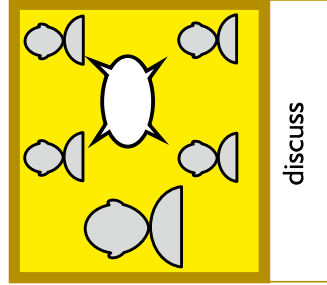
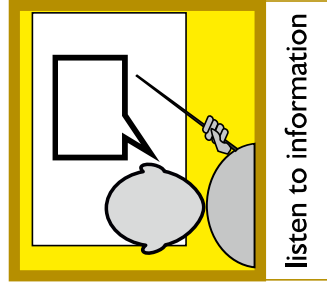
Task Management Board

Name:

Lesson:

Task		
		Tick when completed

Use these icons to make boards for your students.



Task Management Board

Name:

Lesson:

Task

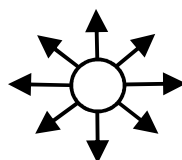
Lesson on rivers - erosion

Watch and listen
to the presentation



Tick when completed

Make a Mind Map
of the key words
and ideas



Ask for help from
teacher if needed



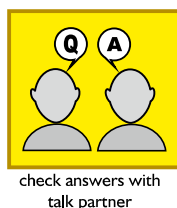
Read the questions
carefully



Write your answers



Check your notes:
Do they make
sense?



Task Management Board

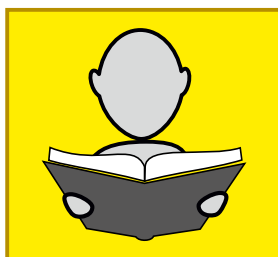
Name:

Lesson:

Task

Understanding a poem

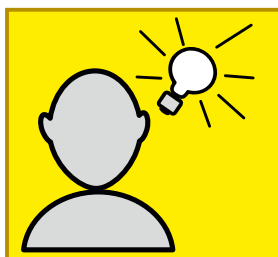
Read the poem
twice



X 2

Tick when completed

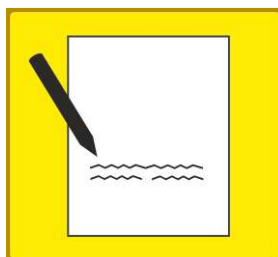
Think about the
meaning of the
words and the
context



Look for patterns
in the form and
structure



Make notes about
what I have
concluded



Task Management Board

Name:

Lesson:

Task

Carrying out a science experiment

Watch and listen
to the presentation



Tick when completed

Organise your
equipment



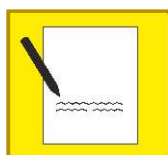
Discuss steps with
your talk partner



Work through the
steps on your
worksheet



Answer the
questions on your
worksheet



Check your answers
make sense

