## How to Make this To Do List:

- 1. Print off both to do list pages.
- 2. Cut out the Green "Done" pieces



3. Place one piece of tape on both sides of the green pieces next to the empty box. It should look like this







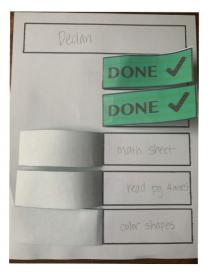
- 4. Repeat step 3 for all of the remaining green done pieces.
- 5. When you are finished you should be able to flip the pieces from blank to "Done".
- \*\*If you have a laminator, laminate all of the pieces after step 2. Then cut out the green pieces again.

  Laminating it will allow you the To Do List to last longer, but if you do not have one it is not necessary.

  Just make sure to use pencil when writing in the activities in the boxes so you can erase it and use it again.

## How to use this To Do List:

- 1. At the top empty box you can either write your child's name in there or the time of the session eg. 10:15-10:45.
- 2. Write or draw a picture of the activities that need to be done in the blank boxes. You do not have to fill them if you don't have that many activities.
- 3. Review the activities with your child before they start working so that the expectations are clear.
- 4. As they complete each activity, show them how to flip the green piece over so that it says "Done". This will help to keep them on task and see progress being made during the session.
- 5. After they complete the list prompt them back to their schedule so they know what is next.



## DONE

DONE

DONE \

DONE \

DONE

