

Step By Step

(Micro Schedules or Activity Schedules)



Helps to:

- **Give a countdown** to the steps in an activity
- **Use key vocabulary** based around the activity
- **Develop independence** for following routines
- Ensure people give instructions using the same phrases and language.



When to use it:

- **During a structured activity.** Examples could include packing a bag, getting ready for PE, playing a game, lunchtime routines, or preparing snacks.

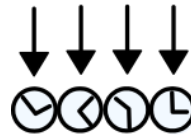
How to use Step by Step approach:

- **List the key steps** within the target activity.
- Put these steps into a **format appropriate for the student** e.g. text, symbols or pictures.
- Show the student the micro schedule.
- **Say what is written down** as the first step.
- Then **model or carry out the activity in parallel** with the student.
- It may help to visually indicate when each step has finished by crossing it out, removing the pictures or covering them up.
- Over time you may be able to use more subtle cues such as a gesture or point rather than saying the steps.



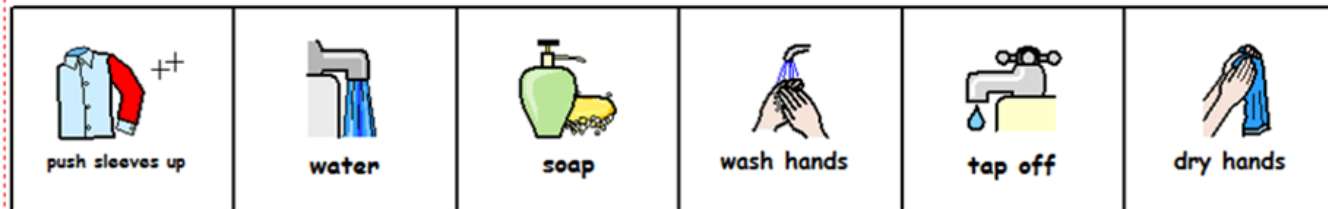
Remember:

- Micro Schedules or the Step by Step approach are like a recipe – **focus on one step at a time.**
- For students with limited attention, you could encourage participation in one or two parts of the routine initially.
- The most motivating part may be the last step for activities where you create something (e.g. craft, cooking, model making).
- It is **more helpful to use non-verbal prompts**, such as pointing or gesture, as added spoken language may be confusing. It is also easier to fade non-verbal prompts to support independence.



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The format should be personalised including the visual content e.g. text, symbols, and photos.

The micro schedule can be placed vertically or horizontally.

Written instructions should be included where spoken instructions are needed. This ensures consistent language is used by the person supporting.

There are examples of different formats and how to present micro schedules on YouTube.

This approach can also be found within the TEACCH approach as part of a work activity system.

Useful websites:

www.researchautism.net

www.adayinourshoes.com

www.yourtherapysource.com

www.complexneeds.org.uk

www.teacherspayteachers.com