

Aspect Positive Behaviour Support

The Tasks List & Daily Strategies Checklist

aspect
practice

These forms are for anyone who is receiving a Positive Behaviour Support (PBS) service. The aim of the checklist is to help families and services organise what they need to do and monitor themselves to implement key strategies from a PBS plan consistently over time.

Rationale: Sometimes people see PBS strategies like a pain killer - if something goes wrong, you choose the right medicine. However, it is more accurate to see strategies like insulin for diabetes, something that needs to be monitored and implemented every day to keep things healthy.

PBS plans can be complex, parents & staff have multiple roles & are very busy and as a result PBS strategies are not always put into practice every day. To overcome this, families can ask developers of plans to help support them to implement strategies through identifying key strategies, offering direct coaching and by helping families & others monitor their own every day implementation of strategies using our checklists.

My list of tasks to do to get going
Write a list of all the 'one off' things you have to do, people to speak to, things to buy or make, meetings to organise, etc and write who is responsible for doing the task. Tick it off when it's done!

Task	Who will do it and when	Completed
Buy lunch, vitamins, meat and laminate visual schedule and put in the kitchen	Mon April 28	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

What is the 'tasks' checklist?

The tasks checklist is a list that helps to organise all of the one-off tasks that need to happen to get things ready to put a plan into place. It could be things like making a visual timetable, buying laminating pouches, making a phone call or organising a meeting. This list can be a work in progress. Don't be afraid to stick it on the fridge door and to scribble new items on the list as they come up. Make a start on this list before you start putting your plan into action.

What is the 'daily strategies' checklist?

The daily strategies checklist is a list of all of the most important proactive strategies that need to be done every day in order for the plan to be put into action successfully. The aim of this list is that your family or staff monitors their own implementation of strategies. So if you set up the schedule, give yourself a tick, follow the sensory program through the day, give yourself a tick; if you practice the replacement behaviour, give yourself another tick. It's OK to start with only a few initial strategies and build up slowly with a second set and third set. Even highly trained professionals (surgeons, pilots etc.) use such checklists to help do their jobs consistently well. At the end of the day, colour in the small squares at the bottom of the column (one square for each strategy you have ticked / implemented) and you will be able to graph your progress over the week.

How long do I have to implement for?

Try to implement consistently for **4 weeks** and then organise a review. Make sure you write down who is responsible for the review and what you will do next. You can then keep implementing the strategies that work as long as they are needed (like keep giving insulin) and problem solving or developing new strategies when things don't work.

My list of strategies to do daily to keep it going - week 1
Using your PBS plan or green and orange forms, write a list of the most important strategies that need putting into place every day. Make sure you are 'ready' to do each strategy and you have the knowledge skills and resources all needs to go. You can start with a few initial strategies and then add more and more as you become successful. Tick when done!

Strategies Week 1	Ready?	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
eg. Set up visual schedule every night with clear instructions	✓	✓	✓	✓	✓	✓	✓	✓
Initial strategies to implement								
Second set of strategies to implement								
Third set of strategies to implement								

Self-Review
At the end of the day, colour in 1 square for each job you have done that day. Over the week, you will see a graph of your progress -

If you need to, set a reminder on your phone.

My list of tasks to do to get going

Write a list of all the 'one off' things you have to do, people to speak to, things to buy or make, meetings to organise, etc and write who is responsible for doing the task. Tick it off when it's done!

	Task	Who will do it and when	Completed
e.g	Buy card, Velcro & make and laminate visual schedule and put in the kitchen	Mum April 28	
1			
2			
3			
4			
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10			
11			

My list of strategies to do daily to keep it going - week 1

Using your PBS plan or green and orange forms, write a list of the most important strategies that need putting into place every day. Make sure you are **ready** to do each strategy and you have the knowledge skills and resources all ready to go. You can start with a few initial strategies and then add more and more as you become successful. Tick when done!

Strategies Week 1	Ready? ✓	Mon ✓	Tue ✓	Wed ✓	Thurs ✓	Fri ✓	Sat ✓	Sun ✓
e.g. Set up visual schedule every night with Mark for the morning	✓	✓	✓	o	✓	✓	...	
Initial strategies to implement								
Second set of strategies to implement								
Third set of strategies to implement								

Self-Review

At the end of the day, colour in 1 square for each job you have done that day. Over the week, you will see a graph of your progress →

If you need to, set a reminder on your phone

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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My list of strategies to do daily to keep it going - week 2

Strategies Week 2	Ready? ✓	Mon ✓	Tue ✓	Wed ✓	Thurs ✓	Fri ✓	Sat ✓	Sun ✓
e.g. Set up visual schedule every night with Mark for the morning	✓	✓	✓	o	✓	✓	...	
Initial strategies to implement								
Second set of strategies to implement								
Third set of strategies to implement								

Self-Review

At the end of the day, colour in 1 square for each job you have done that day. Over the week, you will see a graph of your progress →

If you need to, set a reminder on your phone

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My list of strategies to do daily to keep it going - week 3

Strategies Week 3	Ready? ✓	Mon ✓	Tue ✓	Wed ✓	Thurs ✓	Fri ✓	Sat ✓	Sun ✓
e.g. Set up visual schedule every night with Mark for the morning	✓	✓	✓	o	✓	✓	...	
Initial strategies to implement								
Second set of strategies to implement								
Third set of strategies to implement								

Self-Review

At the end of the day, colour in 1 square for each job you have done that day. Over the week, you will see a graph of your progress →

If you need to, set a reminder on your phone

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My list of strategies to do daily to keep it going - week 4

Strategies Week 4	Ready? ✓	Mon ✓	Tue ✓	Wed ✓	Thurs ✓	Fri ✓	Sat ✓	Sun ✓
e.g. Set up visual schedule every night with Mark for the morning	✓	✓	✓	o	✓	✓	...	
Initial strategies to implement								
Second set of strategies to implement								
Third set of strategies to implement								

Self-Review

At the end of the day, colour in 1 square for each job you have done that day. Over the week, you will see a graph of your progress →

If you need to, set a reminder on your phone

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Review	Who will review?	What's working, what's not working?	What are the next tasks?
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