Build a routine that works for your family

Print this sheet, or talk through the prompts together. Use only the parts that help. Keep completed copies private.

A free worksheet for one small part of your day. Use it for getting out of the door, packing a school bag or organising the steps before an activity. It is a prompt for working together, not a scorecard.

Choose one moment

The part of the day we want to make easier: _____
What already helps? _____
Where do we get stuck? _____

Make a short plan

Choose up to four steps. Write, draw or add your own pictures. Include the help each person needs. Being able to follow a routine with support counts.

Step 1: _____
Who will help, and how? _____

Step 2: _____
Who will help, and how? _____

Step 3: _____
Who will help, and how? _____

Step 4: _____
Who will help, and how? _____

Continue: Build a routine that works for your family

Prepare the surroundings

Something we could put in an easier place: _____
Something we could prepare beforehand: _____
A reminder we would find useful: _____

When the plan needs to change

Our simpler version for a difficult day: _____
How we will let each other know: _____

Try it and talk about it

We will try this on: _____
One thing that felt easier: _____
One thing to change: _____

Adapt it to your family

For toddlers, make the steps very short and do them together. For school-age children, offer a choice of words or pictures. With teenagers, agree what would be useful and let them choose how to organise their part. A child may need extra time, different instructions or practical help at any age.

If you have a baby, use this for adult tasks such as preparing a change bag. Do not use it to set a rigid feeding or sleeping schedule. Keep responding to your baby's needs.

You can copy this worksheet into a document or notebook, or print the page. Change the plan whenever it stops helping.