



**Down Syndrome  
Australia**

## Planning for the working day

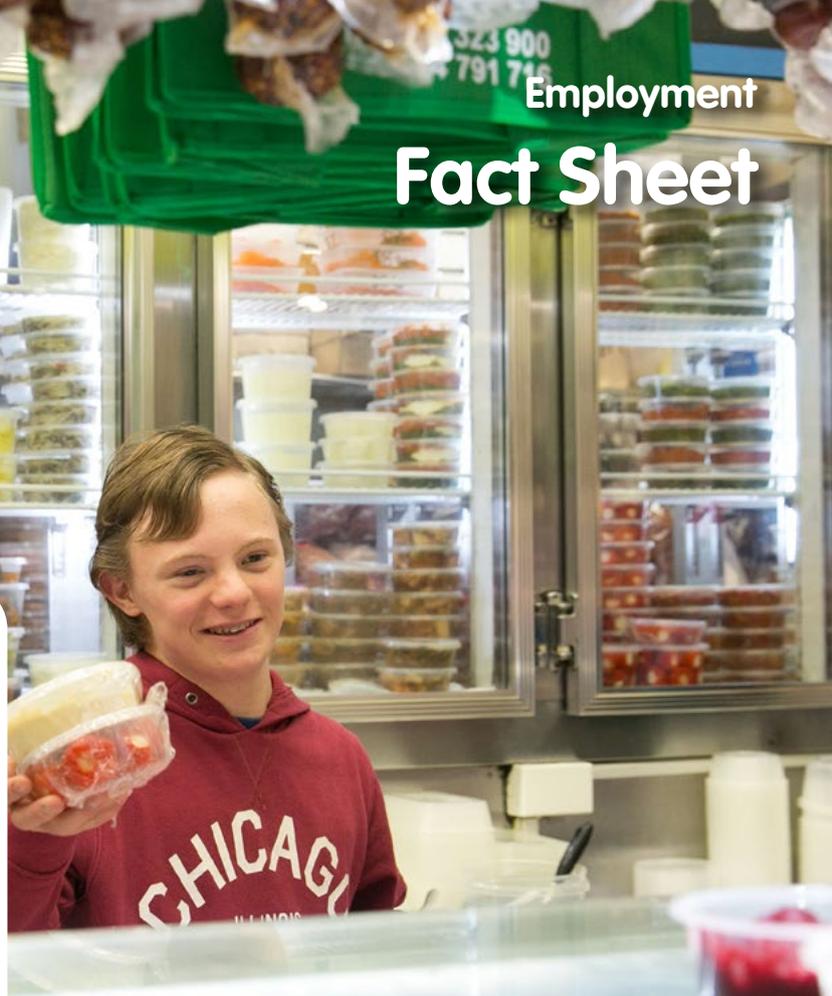
This information will help employers to create a daily work schedule for an employee with Down syndrome.

Employees with Down syndrome often find it useful to have a visual schedule that they can refer to during the working day. It helps them to see which tasks need doing and when to do them, as well as reminding them when to take their breaks.

Because people with Down syndrome have varying literacy skills, some people will find a written schedule works for them. Other employees may need a schedule with images as well as some simple text. We have provided some examples in this information sheet.

It is important to work with the person to create the schedule so that it works best for them as an individual. You should also go through it with them to make sure they understand it.

It's helpful to keep the schedule in the area where the person does most of their work, or on a clipboard, or at their own work station if they have one. If the schedule is laminated, they can tick each task off. Then it can be wiped at the end of the day.



They could also have it on their phone or on a work iPad. Many people with Down syndrome (with varying literacy skills) use apps to help schedule certain things at certain times; you could do this in the workplace as a portable work schedule.

### Example 1

This schedule was developed for someone in an office/ administration setting. It is text only as this employee needs good literacy skills as part of their job. However, an office worker whose tasks don't rely on these skills might need a more visual schedule, so you could add images as well as simple text. Some people find it helpful to have a photo of themselves doing a task. You might also have photos like this for training and to reinforce how a task is done.

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## Example 1

Time	Task	Completed
8.45-9.00am	Arrive at work and put personal items away Make a tea or coffee if you need one	
9.00-9.45am	Start work Log onto computer Check email and calendar for the day Speak with your manager about tasks for the day	
9.45-10.30am	Set up for meeting room for any meeting for that day	
10.30-10.45am	Short break - Have morning tea	
10.45 – 11.45am	Do any filing Do any photocopying Do any scanning	
11.45-12.15pm	Open the mail	
12.15-1:00pm	Lunch	
1.00 – 1.30pm	Deliver the mail to the right people	
1.30 – 2.00pm	Check emails and reply	
2.00 – 2.45pm	Continue any filing, photocopying and scanning	
2.45 – 3:00pm	Collect and put stamps on any mail that has to go out	
3.00- 3.25pm	Pack up meeting rooms after meeting	
3.30pm	Finish day, pack up and go home	

## Example 2

This schedule was developed for a man who works in a beachside shop. The employee doesn't read, so his work duties don't require literacy skills. (He does some of his tasks, such as filling shelves by matching labels on packets.)

His visual schedule includes various images of him doing his regular daily tasks, as well as images. You could also just have pictures of the job, e.g. a broom for sweeping, or a carton of milk to represent filling the milk fridge.

If your employees sometimes do different tasks each day, you can still use a visual schedule. Have a laminated A4 schedule, with Velcro dots. Attach Velcro to the back of laminated pictures of the job or the person doing a particular job; you can keep these in a plastic lunchbox or similar. Attach the jobs for that day and go through the schedule with the person at the beginning of their day. Keep it in the employee's workspace so that when they have completed a task, they can take it off the schedule and put it in the container. Remember to include pictures for tea breaks and lunch.

	Employee Name:	Job done ✓
	Sweep outside	
	Sweep inside	
	Morning break	
	Milk fridge	
	Fill up crackers	
	Break down the boxes and put in the skip	
	All done! Time to go home.	

Here is a blank template for you to use as required

Time	Task (could include a picture)	Completed ✓
8.45-9.00am		
9.00-9.45am		
9.45-10.30am		
10.30-10.45am		
10.45 – 11.45am		
11.45-12.15pm		
12.15-1:00pm		
1.00 – 1.30pm		
1.30 – 2.00pm		
2.00 – 2.45pm		
2.45 – 3:00pm		
3.00- 3.25pm		
3.30pm		