



Administering tasks

Inform the child how long you would expect them to take to complete a task	Give realistic timeframes to allow the child to organise themselves before the task commences.
Positive reinforcement should be give when the child attempts to complete the task in the allotted timeframe	Assist the child in identifying steps needed to begin and complete the task in the time allotted.
Demonstrate the steps/instructions prior to beginning the task	Ask the child to repeat the instructions or directions given and if possible to write them down
Give a series of short tasks so that success is immediate	Monitor the length of time the child can concentrate and structure the task so it can be completed in that length of time
Involve the child in planning the task as the child maybe more motivated to participate and attend	Activities should be not be too easy or difficult – this takes some skill and practice to achieve.
Make sure the child can complete the task with in the set time frame as activity completion is motivating and reinforcing.	Challenge the child in a positive way to complete more repetitions of a task i.e. "see if you can break your own record"
Be sensitive to the child's fatigue level and change the activity when appropriate.	Focus on positive behaviour i.e. "Look at paper" not "Don't look over there".
Keep instructions brief and simple, draw attention to one feature at a time.	Non verbal cues can alert a child to important features
Making too many sounds/verbal cues can distract a child.	For some children a tangible cue such as an egg timer will be a means of pacing themselves – for others this may just be too much pressure.
Gradually increase the length of tasks to develop concentration skills	Even if a child fails in the activity praise should always be given for trying - and achievement in that activity could become a goal to aim for.