



12 Top Tips To Keeping On Task

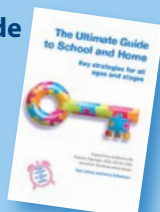
Use these **12 tips** to support completion of tasks in the set time.

1. Take time to observe the student and environment to identify the barriers to completing tasks.
2. Adapt tasks before the activity.
3. Encourage responses (whether right or wrong, do not constantly correct).
4. Plan to have text books out, and examples to show them.
5. Organisation. For example: have pencil sharp and ready, page ruled up, book opened to correct page etc.
6. Give a preventative break during the task.
7. Limit choices.
8. Create a quiet area for them to work (collaborative tables have limitations).
9. Highlight the easy parts first, so they don't get stuck on "difficult parts" etc.
10. Review environmental factors.
11. Reduce frustration.
12. Ensure clear instructions.

RECOMMENDED RESOURCES

The Ultimate Guide to School and Home

By Sue Larkey and Anna Tullemans



Teacher Assistants Big Blue Book of Ideas

By Sue Larkey and Anna Tullemans



Teacher Assistants Big Red Book of Ideas

By Sue Larkey and Anna Tullemans

