

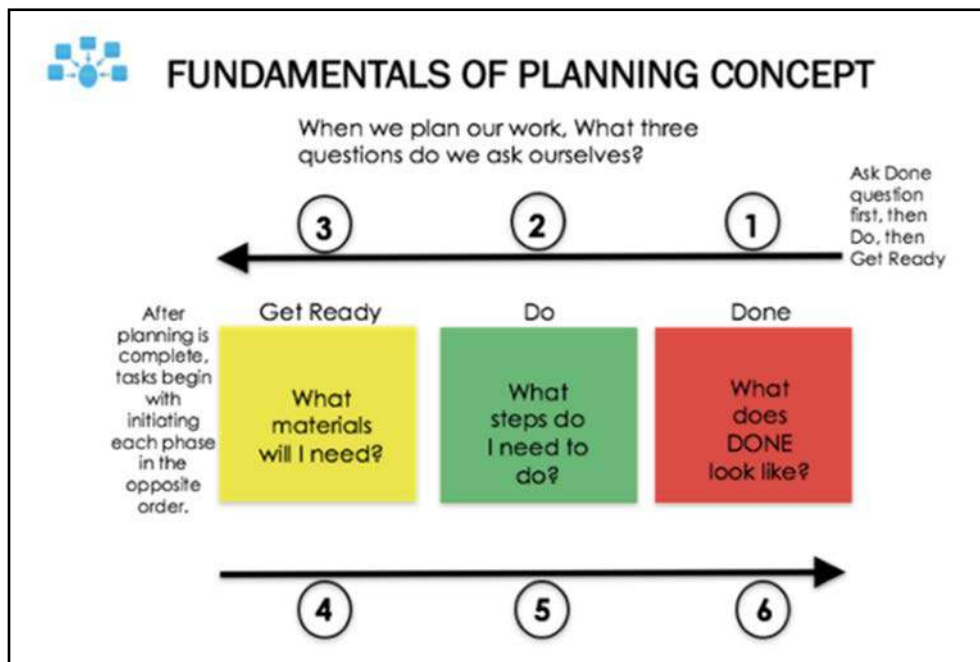
# Using the Get Ready, Do, Done Template

## Introduction

Sarah Ward, a speech-language pathologist and founder of Cognitive Connections in Concord, Massachusetts has created a practical approach to planning. She calls this approach the Get Ready-Do-Done method (Ward, 2018, <http://efpractice.com/>)

## Integration Ideas

- Use 360 Thinking Time Tracking, Draw and Tell, Pic Collage, and/or Skitch apps to digitally represent Get Ready, Do, Done on your Smartboard or tablet.
- Students use individual templates to personalize their plans.
- Use a low-tech calendar to help students plan multi-step projects: Students draw Done for each part of their projects and glue them onto a calendar to show when they'll complete each part.



Start by teaching: “All tasks have three phases,” and “We need to plan backwards to move forwards.”

Be sure that students understand future thinking and are able to sequence tasks. If not, practice sequencing using picture cards, drawing steps, etc.

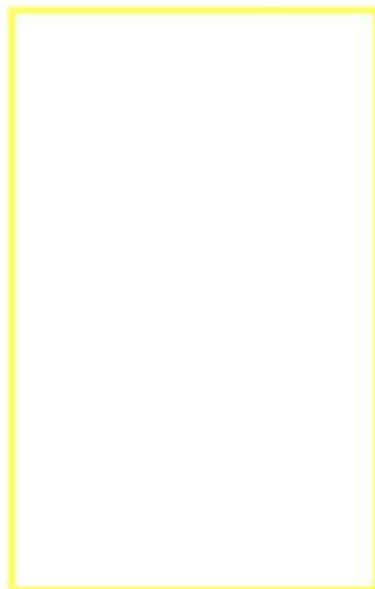
When students are first learning Get Ready, Do, Done, begin with concrete tasks (e.g. craft activities), and then progress to other kinds of academic assignments.

## Task Challenge/Activity

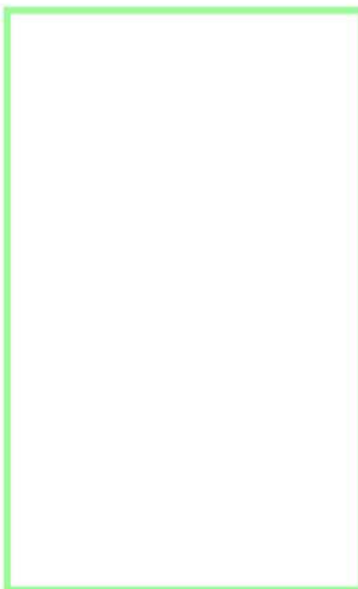
### Use Get Ready, Do, Done with your class

- Set up a Get Ready, Do, Done table on your wall, white board, or Smart Board
- Show what *Done* looks like by drawing or cutting/pasting a sample picture of the completed work into the *Done* area of your table. Be sure to include the *features* of the work, so students can make theirs the *same but different* (e.g. name, title, four colours, and three sentences).
- Students help figure out the steps to get to *Done*, and list these in the *Do* area (i.e. green area).

Get Ready



Do



Done



Get Done

- Students help figure out what materials are required, and list these in the *Get Ready* area (i.e. yellow area).
- Explain what students do after they're finished to *Get Done* (e.g. hand in work, clean up, etc.)
- On an analog clock, use three colours of wipe-off marker to colour a pie-shaped section for each *Get Ready*, *Do*, *Done* area so students can be aware of the passage of time.
- Students are now ready to work through the steps of the table from left to right: *Get Ready*, *Do*, *Done*, and *Get Done*.