

## **Occupational Therapy – Adult Learning Disability Service**

### **Guidance for Establishing an Accessible Planner**

Everyday activity is important for everyone's mental and physical health as well as their wellbeing. Adults with a Learning Disability may find it more difficult to initiate, engage and continue with activities and therefore require effective visual support to do this. An accessible daily planner can help clients as it provides information for them to work through their daily routine. It is essential to involve the client in this process to ensure the planner is effective.

This leaflet provides guidance as to what to consider when creating an effective person centered daily planner.

#### **Person Centered**

When creating a planner for the individual, it is important that they are involved in the process from the beginning. The information shown has to be in a way that the individual is able to follow and understand their daily routine.

#### **Individuals Involvement**

The individual should be involved in selecting pictures/words for their planner. They should be involved in choosing the colours to highlight areas of importance. The individual can use a tick list when tasks/activity is completed. The planner should be placed in an area where it can easily be seen by you and the individual and referred to as and when needed.

#### **Structure of the Planner**

The structure has to be simple, clear and give the right information for the individuals need. You should consider if the planner requires to be structured morning and afternoon, day by day or week by week. It is important that the planner is kept up to date with any changes in activities from one week to the next. You must ensure that the visuals within the timetable are not visually overwhelming, for example, too many colours or information.

## Time

Time, if used, should be shown in a format that allows the individual to recognize the start and finish of an activity.

For example: Analogue



Digital



## Contents of the planner




The contents on the planner should be of activities that are meaningful to the individual; as well as daily living tasks which enable each person to develop their skills. Activities put on the planner should create a well balanced day. All health and personal appointments should also be put on the planner. The planner creates structure and promotes independence in a positive way for the individual.

## Means of communication

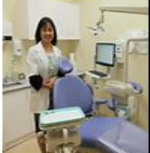



The contents should be of simple language with familiar words known to the person. Information can be shown by words, pictures or both together. You should consider whether the client requires pictures in the form of symbols or photographs, and ensure that the individual can relate the picture to the activity.

The planner should be set up in a way that best communicates day to day activities to the individual. You should encourage them to look at their planner for their daily activities/tasks on a regular basis throughout the day.

Examples:

	MON	TUES	WED	THURS	FRID	SAT	SUN
Morning			 Washing				
Before tea	 Help make tea						
Before bedtime						 Cinema	

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Get up, have shower.						
Afternoon			Go Shopping to ASDA		Bingo		
Night							Meet knit and knatter group

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

To enable us to continually improve our service please contact our Occupational Therapy team if this guidance has been successful or if you are still experiencing difficulties, please contact our Occupational Therapy Adult Learning Disability Service on **01383 565223**.

