The Importance of a Visual Schedule
Written and/or Icons spells out the order of activities
Can be used for overall group schedule, for a more in depth activity, or for an individual participant
Being able to see the sequence of events helps participants to feel comfortable and in control of their day

Directions for Using a Visual Schedule

- Determine the schedule for the program/group and choose appropriate icons (add words if age appropriate) representing each event (generally around 4-6 activity icon).
- Arrange the icons on your board in the appropriate sequence for the program. Whenever possible, have your participants engage in adding the icons.
- Review the program schedule with the participants for the day/duration of offering.
- Use “first…then…” language to review sequence of upcoming activities (First we’ll play with the blocks then we go to arts and crafts)
- Remove icon from schedule board or cross off when an activity is completed. Encourage participants to take part in this exercise.
- A useful tool to help process an unexpected change in the schedule (for example if an activity needed to be cancelled, bring the group together and review that change)
- Provide positive verbal feedback when participants are taking part in creating the schedule or remove icons when an activity is completed and/or use this process as a positive reinforcement. “Great job gathering the balls Dylan, would you like to take off the icon and tell us what is next?”

Team Practice Schedule

- Welcome & Practice Starts
- Review Schedule & Expectations
- Stretching & Warm Up
- Passing & Catching Drills
- Stations
- 4v4 Games
- End of Practice Check In

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