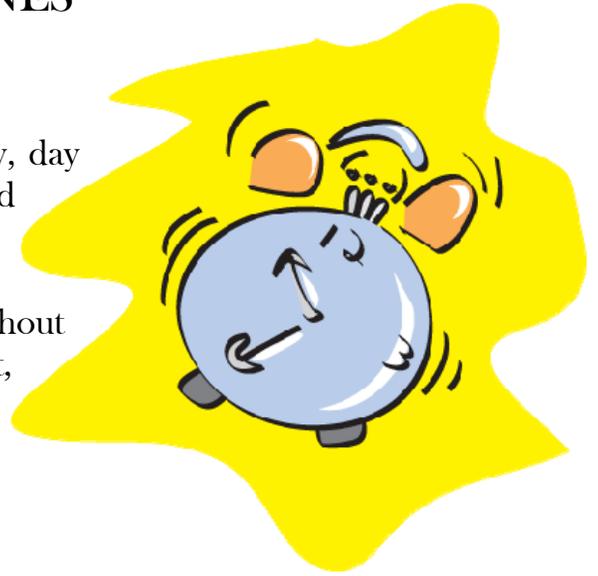


DAILY ROUTINES

Routines are things we do the same way, everyday, day after day. Usually these routine behaviors are focused on getting something done. Routines are "short hand" ways to get things done as smoothly as possible. A lot of the time we do these routines without even thinking about them, they become habits. But, like habits, there can be routines that work well and routines that do not work so well.



A successful routine can:

- Give order to daily activities and help organize our days.
- Give us a sense of predictability so we can know what is supposed to happen from day to day.
- Help us get several things done without having to plan and think about each one.
- Be a way family members can work together -- Even young family members can be a part of a routine.
- Give us structure and help build self-control.
- Give families a sense of identity: this is the way we do things.

DEVELOPING ROUTINES

Routines do not just happen. Usually we have to develop them over time. They take some planning at first, but then, if they work, they keep going on and on. To make a daily routine work, we break the activity down into smaller steps. Each of these smaller steps can be described as to how it is done, who does it, when it is done and where it is done. Then when all the steps are put together, a workable routine is developed.

Some things to think about when developing a routine are:

- How many steps are involved?
- Is there an order or sequence for the steps?
- How much time is needed to do all the steps?
- Is there an organizing action or cue that starts the routine off?
- Is someone in charge of making sure that the activity gets done?

Routines are important, but there are times when we cannot follow our routines. Sometimes we can plan for those times when we cannot rely on routines. By thinking about what can prevent our routines from happening we can look for ways to change the routine so the job still gets done. The work sheet will help you work through some of these steps. It is also important to remember that some of the things that prevent us from following our routines may be preventable and that keeping our routines may be more important than the activity that makes us change the routine. This is something that needs to be decided from time to time.

WORKSHEET: DEVELOPING ROUTINES

Routines are the things we do the same way everyday, day after day. Routines can be developed by breaking certain activities down into steps and deciding what, when, who, and where each activity is done.

Pick a time of day when something happens on a regular basis. Getting going in the morning, eating supper, getting ready for bed are examples. Break this activity down into the small steps it takes to get the job done. Then write out the when, who, where of each step. Be very specific as you fill in each box.

ROUTINE: _____

STEPS	WHEN	WHO	WHERE
1.			
2.			
3.			
4.			
5.			

Routines are great ways to help us organize our days, but sometimes things just do not go the way we plan. Things happen that throw our routines right out the window. We cannot prevent those things from happening from time to time, but we can prepare ourselves for when they do. Use the space below to think about things that would force you to change the routine you developed on the chart above. Now write down ways you could change the steps to help keep the routine working as much as possible.

WHAT COULD HAPPEN	HOW STEP COULD CHANGE	WHEN	WHO	WHERE
1.				
2.				
3.				

Common Problems with Routines

- Not enough time to do everything
- Steps are not organized in a certain order
- Steps are done in a different order every time
 - No one is in charge
 - There are too many steps
- Each step has to be done in exactly the same way every time