

Get It Done Strategy

Directions: Print pages back-to-back on paper or card stock. After printing, trim the edges and use this 2-sided card as a practical tool to support problem solving. Laminate for durability and multiple use.

• **Do it:** Do I have a problem getting started or getting done?

• **Options:** What options do I have to get this done?
~ First - Then ~ Highlighter Tape
~ Chunking ~ Checklist

• **Needs:** Which options meet my needs to get it done?

• **Evaluate:** How did I do? Did I get started and get it done?

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This resource can be found in:

FLIPP the Switch 2.0: Mastering Executive Function Skills from School to Adult Life, by Carol Burmeister, Sheri Wilkins, and Rebecca Silva. Published in 2021, by AAPC Publishing, Shawnee, KS.

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Directions for Learners

When and How to Use Get It Done

You can use the *Get It Done* process when you feel challenged by situations related to completing school work.

Use the *Get It Done Card* as a visual reminder: either a printed or electronic version will work. Here are a few ideas for your *Get It Done* reminder:

- Print the *Get it Done Card* on a piece of paper to keep in your reminder binder or folder in your backpack.
- Take a picture of the graphic and put it in your notes app on your device.
- Ask your teacher to post it as a poster near where you sit in class.

When you feel stressed about a multi-step task or long-term assignment, use the *Get It Done Strategy* by answering the questions on the card. You can write your answers or just think it through.

After you use the strategy, it's a good idea to debrief with your teacher so you both are aware of the problem and the actions that will solve it.

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