

Work System Strategy Card

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 promote student engagement. Laminate for durability and multiple use.

My Personal Work System Template		
Name:	Location:	Date:
What is the Task?	What Materials Do I Need?	
What Do I Do When I'm Finished?		

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.

<https://www.aapcautismbooks.com/products/flipp-2-0>

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Directions for Students

When and How to Use a Work System

A work system is a visual tool that helps you to understand what tasks are to be completed during an independent work time and what to do when you are finished. You can use a work system as a strategy to help you with planning and organization so that you can work efficiently and independently.

Use the *My Personal Work System Template* to develop your own work system. Determine if there are particular tasks that should be completed before others and put them in order on your list. Organize your materials based on that list to complete your work independently.

© Burmeister, C., Wilkins, S., & Silva, R. (2021). *FLIPP 2.0: Mastering Executive Function Skills from School to Adult Life*. Shawnee, KS: AAPC Publishing.

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