

1. Make Proper Plan



Because of weaknesses in time management and organization, children with attention deficit/hyperactivity disorder (AD/HD) have difficulty prioritizing tasks on their own. Without a fixed timetable and teacher supervision during the summer vacation, children’s daily routines may easily become disorganized. In view of this, many parents are proactive in drawing up timetables for their children so that they can make good use of the summer vacation to equip themselves, but the children often fail to follow the timetables due to...

1

Activities which children are interested in are not in the timetable

2

Inadequate time for leisure and rest in the timetable

3

Children are not involved in the planning and are not familiar with what have been planned



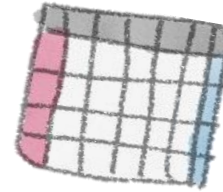
Actually, **parents can discuss with your children to draw up timetables for the summer vacation, and jointly arrange the time for play, study and rest**, so that they can enjoy a relaxing and fulfilling summer vacation. By drawing up timetables together, children can learn how to **prioritize tasks, and have their organization and time management skills strengthened**. Parents are also suggested to make use of adequate incentives and reward to encourage your children to complete the daily learning goals.

“Enjoy Summer Vacation with Good Planning” – supporting children with AD/HD to make good use of summer holidays

The following are the steps for parents to work with your children in drawing up a timetable for summer activities:

Steps

Materials to prepare: 1) Timetable



- It is recommended to divide time into 30-minute slots
- Parents could set fixed time slots for every day in advance
 1. Fixed time-slots for rest and meals (Not open for children’s choice)
For example: breakfast, sleep, musical instrument practice, etc.
 2. Study time-slot (Open for children’s choice of learning activities)
 3. Sports time-slot (Open for children’s choice of exercises)
 4. Family activities time-slot (Open for children’s choice of family activities)
 5. Leisure activities time-slot (Open for children’s choice of leisure activities)

- Clip the timetable on the magnetic board

9:00 – 10:00	Breakfast
10:00 – 10:30	Study
10:30 – 11:00	Study
11:00 – 11:30	Leisure activities
11:30 – 12:00	Study
12:30 – 1:30	Lunch
1:30 – 2:00	Study
2:00 – 2:30	Leisure activities
2:30 – 4:00	Exercise
4:00 – 5:00	Shower, snacks and break
5:00 – 6:00	Musical Instrument Practice
6:00 – 7:30	Dinner
7:30 – 8:30	Family time activities
8:30 – 9:00	Review and Plan
9:00 – 9:30	Parent-child bonding time



“Enjoy Summer Vacation with Good Planning” – supporting children with AD/HD to make good use of summer holidays

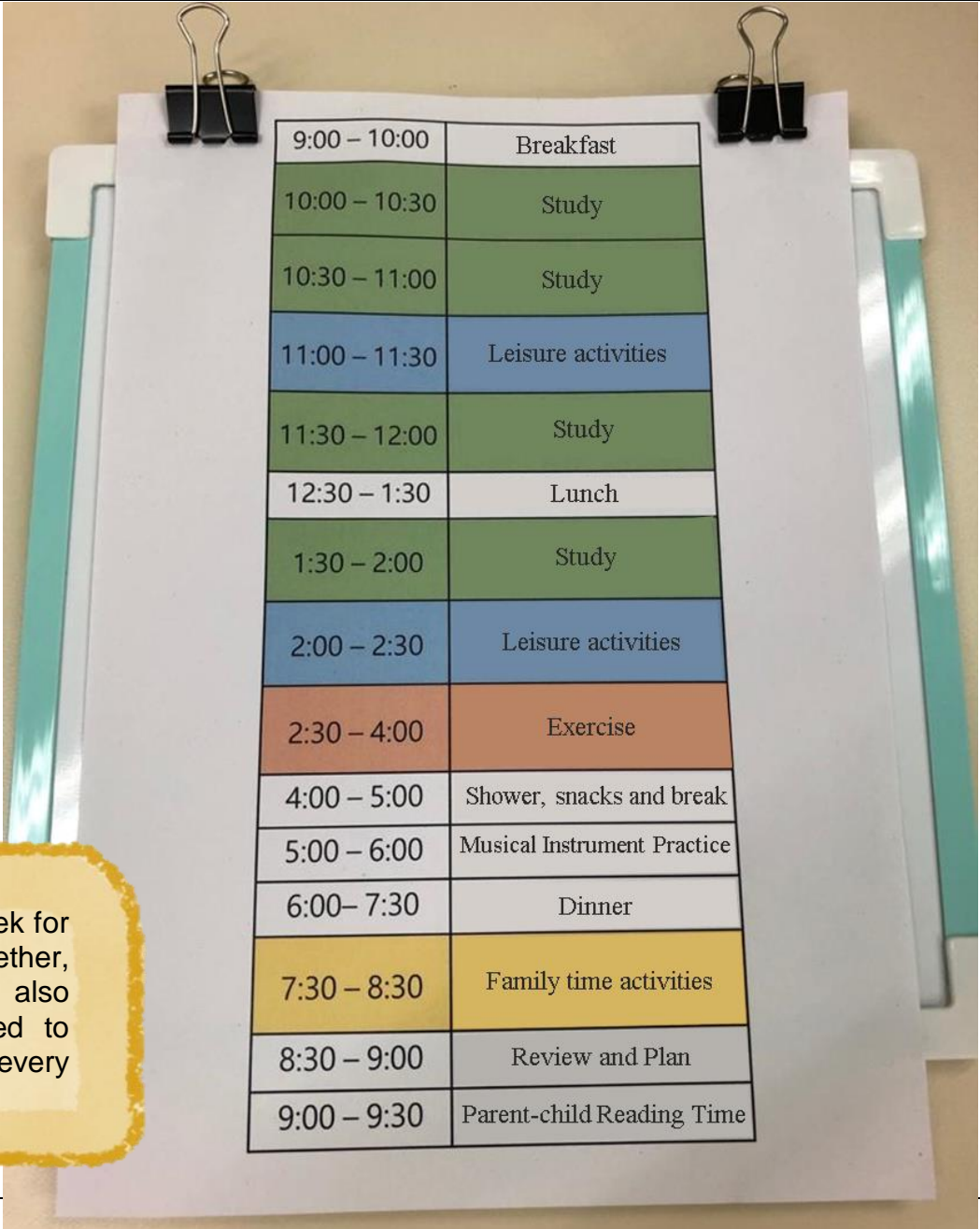
Steps

Example of a timetable

Arrange 5-10 minute rest time after 15-30 minutes of study time for children with AD/HD to regain their concentration.

Use different colors to distinguish study and leisure time to help children to read and follow.

It is recommended to have a fixed day every week for family activities. In addition to having fun together, activities that can contribute to the society are also suggested, such as arranging activities related to environmental protection or caring for animals every two weeks.



9:00 – 10:00	Breakfast
10:00 – 10:30	Study
10:30 – 11:00	Study
11:00 – 11:30	Leisure activities
11:30 – 12:00	Study
12:30 – 1:30	Lunch
1:30 – 2:00	Study
2:00 – 2:30	Leisure activities
2:30 – 4:00	Exercise
4:00 – 5:00	Shower, snacks and break
5:00 – 6:00	Musical Instrument Practice
6:00 – 7:30	Dinner
7:30 – 8:30	Family time activities
8:30 – 9:00	Review and Plan
9:00 – 9:30	Parent-child Reading Time

“Enjoy Summer Vacation with Good Planning” – supporting children with AD/HD to make good use of summer holidays

Steps

Materials to prepare: 2) Written/printed activity slips

- Different types of activities are suggested to be differentiated by different colors:

Color	Type of activity	Example
Green	Study	2 pages of exercises
Orange	Sports	Running
Blue	Leisure activities	Drawing
Yellow	Family time activities	Walking with parents

- The number of activity slips ought to match with the frequency of activities expected by parents, for instance if parents wish their children to spend 1.5 hours a day for study, then at least 3 green slips (activities related to study) should be prepared by parents in advance.

- Blank slips



You may make reference to the templates:

- Attachment 1: timetable (one day)
- Attachment 2: activity slips

Parents are suggested to divide tasks into small parts according to the abilities of your children, which makes it easier for children with AD/HD to complete them.

Moderate to vigorous levels of aerobic exercises, such as running, could improve children’s attention. Goals can also be set to enable your children to accomplish goals step by step.

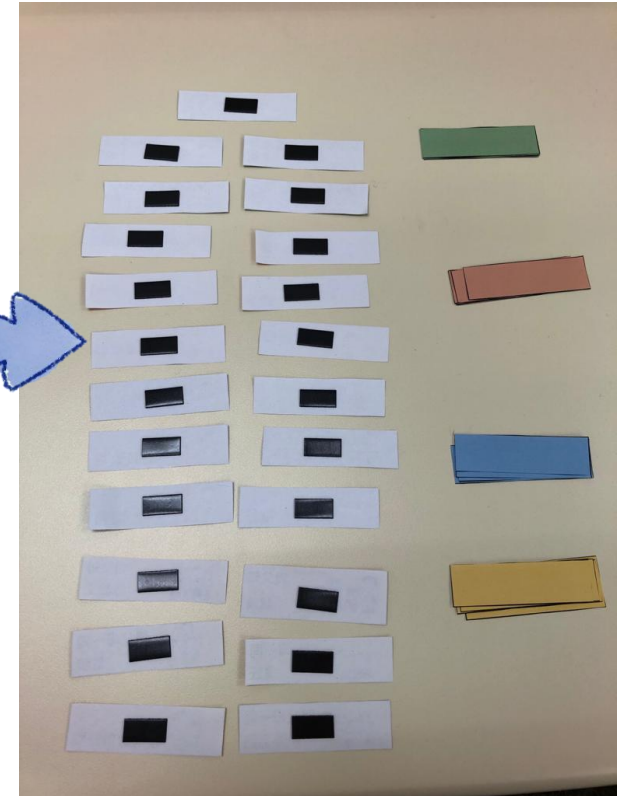
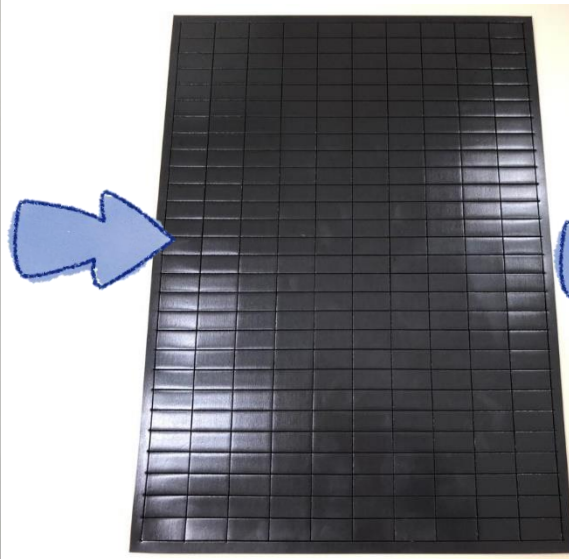
Parents can make use of your creativity and make use of children’s interests to help them learn through games and activities. This enables children with AD/HD to stay focused in learning.

“Enjoy Summer Vacation with Good Planning” – supporting children with AD/HD to make good use of summer holidays

Steps

Materials to prepare: 3) Magnetic Stickers

- Stick the magnetic stickers at the back of the activity slips.



Steps

Children select and prioritize activities according to their preference

- First, parents explain the timetable and activity slips to your children to help them understand the schedule for one day. For example, if there are 4 **study time-slots**, 1 **sports time-slot**, 1 **family time activities time-slot**, and 2 **leisure activities time-slots** each day, children are allowed to decide what corresponding activity to engage in. On the other hand, some time-slots such as meals and bedtime, and activities you think important can be fixed while not opening for children’s choice.

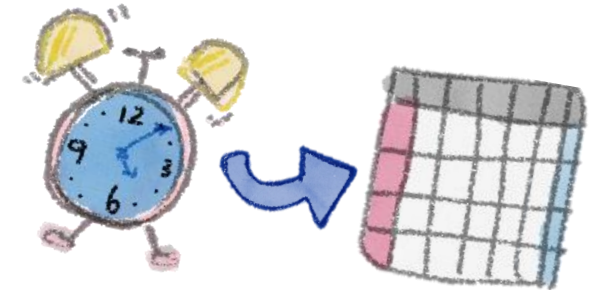
Allowing children to make their own choice when it is feasible help train children with AD/HD to consider different factors for making decisions in the future.

Parents can adjust the principles of setting a timetable depending on your own situation. It is recommended to strike a balance among study, play and rest.

Time is an abstract concept. Making the concept of time concrete enables children to master it.

Depending on the age of your children, it is suggested starting with planning for a day and gradually for a week.

Parents can use a reward scheme to encourage your children to follow the timetable.



- Parents guide your children to choose activities, for example, if there are 4 study time-slots on the timetable, you can let your children choose 4 activities on study (4 green activity slips) first, and then discuss with them which time period is more suitable for each activity. In the process, guide your children to think about different factors (e.g. there is only one computer in the house, so in order to share the use of the computer, e-learning should be carried out at a specific time).



“Enjoy Summer Vacation with Good Planning” – supporting children with AD/HD to make good use of summer holidays

Steps

- After discussion, the activity slips that have been affixed with magnetic stickers can be put on the magnetic board.
- Then, parents can guide your children to choose the other kinds of activities including **sports**, **family time activities**, **leisure activities**, etc.

9:00 – 10:00	Breakfast	
10:00 – 10:30	Study	1 piece of news reading
10:30 – 11:00	Study	2 pages of summer assignments
11:00 – 11:30	Leisure activities	Online Exercise
11:30 – 12:00	Study	1 exercise of reading comprehension
12:30 – 1:30	Lunch	2 pages of exercises
1:30 – 2:00	Study	
2:00 – 2:30	Leisure activities	
2:30 – 4:00	Exercise	
4:00 – 5:00	Shower, snacks and break	
5:00 – 6:00	Musical Instrument Practice	
6:00 – 7:30	Dinner	
7:30 – 8:30	Family time activities	
8:30 – 9:00	Review and Plan	
9:00 – 9:30	Parent-child Reading Time	

9:00 – 10:00	Breakfast	
10:00 – 10:30	Study	2 pages of summer assignments
10:30 – 11:00	Study	Online Exercise
11:00 – 11:30	Leisure activities	
11:30 – 12:00	Study	1 exercise of reading comprehension
12:30 – 1:30	Lunch	
1:30 – 2:00	Study	1 piece of news reading
2:00 – 2:30	Leisure activities	
2:30 – 4:00	Exercise	
4:00 – 5:00	Shower, snacks and break	
5:00 – 6:00	Musical Instrument Practice	
6:00 – 7:30	Dinner	
7:30 – 8:30	Family time activities	
8:30 – 9:00	Review and Plan	
9:00 – 9:30	Parent-child Reading Time	

Steps

Parents guide your children to review and evaluate activities of the past week and plan the schedule for the next week

- It is suggested that parents review and evaluate the implementation of the timetable with children regularly, such as daily or weekly, in order to better plan and discuss the timetable for the next week. Parents can use the following powerful questions to guide your children.

①

In what ways you can follow the timetable?
What are the difficulties?

②

What do you think you have done well? What needs to be improved?

③

Is there any way to refine the timetable for the next week?



Parents can **praise your children for things that they have done well in the past week**, understand the difficulties they encountered with **focus on problem-solving**. **Avoid concluding the reasons of failures to a personality trait of your children**, such as having no sense of responsibility.

Once I reminded you, you immediately headed to the living room to check out the timetable, and then started doing your summer assignments. I think you are doing well!



You took the initiative to do your summer assignments according to the timetable. You are responsible and hardworking!

Despite that I could not accompany you to do your assignments today, you are working very hard without my supervision and have completed two items already when I was back. I feel very proud to have a child like you who knows how to plan his time well!