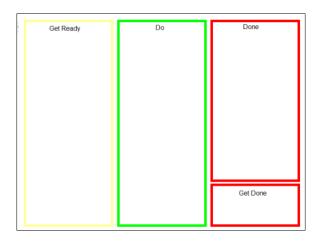# Work Systems

Definition:

A structured work system is a systematic means of presenting information in a way that is received and understood by the individual.

Purpose:

- Structured Work Systems promote independence by organizing tasks and activities. These systems clearly communicate four important pieces of information:
- What work? What type of visual cue will label each task, container or folder?
- How much work? The sequence in which cues or tasks are presented.
- When is the task finished? How will the student mark progress through the work system and know when he is finished?
- What comes next? What type visual cue is used to communicate what's next/choice?

Examples:

- Get ready, do, done
- Do-done File folder
- Task boxes
- 1, 2, 3 finished

When to Use it:

If a student experiences:

- Difficulty knowing where to be when it is time to work?
- Difficulty knowing what work or activities to complete?
- Difficulty knowing how much work he or she needs to complete or how long the activity will last?
- Difficulty understanding when he or she is finished working?
- Difficulty understanding what comes after work completion?
- Difficulty with completing work due to distractions in the environment?

Resources:

- https://www.stairwaytostem.org/wp-content/uploads/2019/03/Get_Ready_Do_Done_Blank_Chart-1.pdf

- https://www.readingrockets.org/topics/autism-spectrum-disorder/articles/work-systems-school-setting

- https://www.marshall.edu/atc/files/Using-Structured-Work-Systems.pdf