

Directions for All Levels

The following directions are presented orally with the Weekly Calendar Activity Instruction Sheet (Appendix E in WCPA manual). Directions can be paraphrased.

This activity involves putting appointments and errands into this weekly schedule [point]. Here is a list of appointments that need to be scheduled during the week [point]. [Place the Weekly Calendar Activity Instruction Sheet in front of client and point to each item on the abbreviated direction sheet as it is explained.]

You can enter the appointments in any order you would like, but you should always enter the entire appointment. For example, if the appointment is a meeting with Mary, you would enter “meeting with Mary” or “Meeting—Mary.” You would not just enter “meeting.” You should also be careful to mark the time needed. [Show a sample and demonstrate if necessary.] In other words, if the appointment starts at 9:30 a.m. and is 30 minutes, you would indicate this by drawing a line here and here (point).

You may need to be careful because some of the appointments could conflict with others. There are extra paper and pens for you to use if you would like [point].

There are several rules that you will need to follow [point to the rules on the instruction sheet as you say them]. Once you have entered an appointment on this weekly calendar [point to weekly calendar], you should not cross out the appointment on this sheet [emphasize and point to the weekly calendar]. Do not schedule any appointments or errands on _____ [indicate specified day: Tuesday, Wednesday, or Thursday]. In addition, you should keep track of the time and tell me when it is _____ [choose time 7 minutes later and write it on examinee instruction sheet—make sure the person has a watch or that there is a clock in the room, and point it out or place a watch on the table]. The next rule is not to answer questions from me during the activity. I will try to ask you questions that have nothing to do with the activity (such as “What is your favorite color?”). Do not answer these questions. Just ignore them. If I have reason to ask you a question that I want you to answer, for instance, if I want to be sure you are okay, I will say “time out,” and we will stop the task for a minute and you can answer me. Finally, the last rule is to remember to tell me when you are finished with the activity.

Try to be as efficient as possible. I will be timing you, but it is more important for you to be accurate than to go quickly. We will keep the directions and rules here [point] so that you can look at them at any time. Let’s quickly review the directions and rules [point to the instruction sheet and ask participant to state the rules out loud]. Once you begin the activity, I cannot answer any additional questions. I can only restate the directions. Before we begin, do you have any questions? [Answer all questions.] OK. Let’s begin. [Begin timing.]