

Get Ready, Do, Done

Get Ready, Do, Done is an executive function planning tool that supports students to develop an understanding of the components and process of completing a multi-step sequence activity. This framework supports future thinking, which is a large component of executive functioning including the ability to plan, organise and manage behaviours for task completion within an allotted time frame. It can be used with the whole class, a group or an individual student.

The process of using this tool starts with the end in mind, imagining what the task will look like when it is all done. Next, working through the sequential steps to “Do” and finally the organisation of resources to “Get Ready”.

The tool is colour coded with yellow for ‘Get Ready’, green for ‘Do’ and red for ‘Done’. It can be used with physical objects, post it notes, written out, drawn or made digitally but should always be colour coded correctly and follow the order as described below:

- Teachers show and demonstrate what **Done** looks like.
- Students problem solve with the teacher what steps are required to achieve their goals and collaboratively identify the steps and time allocation in the **Do** section.
- Students then work out what materials are needed to complete the task in the **Get Ready** column.
- Students are then instructed to go and gather those materials independently, now completing the task in the order: **Get Ready, Do, Done**.
- The last step includes comparing the final product with the plan, visually captured in **Done**.

3. Get Ready
What do I need?

2. Do
What steps do I need
to take to be done?
How long will each step take?

1. Done?
What will it look like
when I am done?



4.

5.

6.