

Introduction to Level 4: “Follow a Time Schedule”

Level 4 is the “Emerging Self Awareness” phase of rehabilitation. People in this situation are classified as being moderate cognitive level. They are typically seen in acute, inpatient, post acute and SNF settings. They are fully oriented to place, time and others. However, they are still not aware of their cognitive deficits as they are starting to understand the significance of how their physical problems affect safety and efficiency.

The person may still be limited by fatigue or standing balance during functional ambulation so they may need use a wheelchair to move around the environment perform tasks or exercises.

As the person performs at this level, it may become obvious that his following a very structured is the only way the he will be able to manage time in the future. Thus following a time schedule is a main compensatory technique for time management.

Overall goal: Stay on time schedule to carry out multiple tasks or exercises during a session

Level 4 performance characteristics according to 3 global elements:

- Interpersonal: appropriately addresses others, initiates using phone, takes basic notes when instructed
- Environmental: recalls items in multiple rooms, carries checklist from task to task, returns to start point
- Time: cues to cross off completed tasks, cues to complete multi-step tasks, writes time accurately when needed

Treatment activities at this level:

- “Follow a Schedule”: Moves on to the next task or exercise on schedule - whether task is completed or not.

Level 4 Goals:

- Interpersonal: expresses awareness of being off schedule, recognizes physical deficits, performs simple math
- Environmental: navigates by following verbal directions, keeps schedule nearby during activities
- Time: follows time schedule accurately, sets own alarm if needed, recalls unfinished tasks during session

Conducting sessions at Level 4

- The person is provided a printed time schedule to follow during the session.

- It is important to emphasize to the person that the goal is to STAY AWARE OF TIME – NOT to complete tasks.
- When time is up, he needs to move to the next task or exercise on the list.
- If the person cannot read, the therapist will have to provide a visual schedule or a other schedule app that offers verbal reminders

Teaching Tips for Level 4

- To start training at this level, the tasks should be simpler, with fewer steps so the person can focus more on attending to time
- If he has trouble telling time – may need a digital not analog clock.
- The therapist must adjust the number of tasks that he wants the person to perform during the session
- Simpler, quicker tasks can be used to emphasize more attention to time
- As the person demonstrates he can stay on the time schedule, the complexity of the tasks can be increased and more time allotted for individual tasks
- Sometimes it is necessary to establish a clear distinction between tasks as in situations where the person is seated at the same table to do multiple tasks –previous task materials need to be removed.
- It may be necessary to move to a new location to emphasize a change has occurred.
- Frequently the person will become so engrossed in the activity that he ignores the time so he may need to use an alarm
- He may need to be trained to set the alarm.