

GUIDELINES FOR USING JOB CHARTS

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Introduction

Using a job chart can help increase motivation in children and teenagers who have trouble remembering to start or complete chores or other responsibilities. The following information sheet contains guidelines to help you to use a job chart successfully. Remember that you may have to revise the system, sometimes more than once, to find the combination that works. Do not give up if your first attempt fails. Sometimes, you have to wait before your kids realize that you are serious!

Some parents do not like the idea of using a job chart. They believe that children should help out at home and be responsible because that is expected of them. This is true; however, if you are having to consider using a chart, chances are that your child is not behaving responsibly. So a job chart can give added incentive, which is often needed for unmotivated kids or for kids with problems, such as ADHD.

Job charts have many advantages. They can help children learn to be more responsible, to use their math skills to keep track of points, and to learn to make better choices. Children can even learn to be thrifty shoppers!

Be sure to ask for your child's input on developing a chart. This will help them to feel more invested in the process, and increases the chances that the chart will be successful.

Points To Remember

- You **MUST** be consistent. Payday should be the same time every week. Friday is a good day because that is when most adults are paid, and it is the start of the weekend.
- Both parents should be involved in the process. It won't work as well if only one parent is involved.
- You need to react in a matter-of-fact way to your child's failures on the chart. Praising your child for successes is helpful as well. Remember that your child must want to succeed as much as or more than you want him or her to succeed! Example: "I see you finished a number of chores—great job! You have a few you didn't do—tomorrow's a new day—maybe you'll chose to do them tomorrow and you can earn more points (or money)—it's up to you—I know you can do it!"
- Make sure that your child is not already receiving money or rewards without earning them. This will decrease your child's motivation to do his chores. Such freebies may include video game rental, movies or movie rentals, trips to restaurants, treats at the store, T.V. or computer time, or snacks or sodas. Also, don't overdo it on birthdays or holidays—as this too reduces motivation to earn money or points.

Starting the Chart

- Decide on a list of chores you want to be completed. It can be as few as three for a very young child, or as many as 10 or 12 for an older child. Some of these items can include routine personal self-care, especially if this is already a problem. Treating people with respect, not hitting, not cussing, etc. can also be used as items on the chart.
- Decide on a point value per chore. You can make more important or more difficult items worth more points if you like. This gives you the ability to award partial points for a job that was completed, but not very well. For an item such as no cussing, you could award fewer points for slight cussing, with more points awarded for no cussing whatsoever.
- You can also adjust the point system to make it interesting. For instance, you could award double points for an item on a given day or week. This is the “blue light special at K-mart approach.” This can be helpful if that chore or behavior is not happening often enough.
- Have a set checking time in the evening to check the chart to see what was earned. Even if only one or two things were earned, or even none, continue to check the chart each night. Praise whatever points were earned, and avoid lecturing or criticizing about points not earned. Simply say, “Well, tomorrow is another day if you would like to earn points on that one.”

Giving the Points or Money

You have three options for giving rewards.

- 1) Pick a number of specific rewards (e.g. computer time, movie rental, etc.) and make each reward worth a certain number of points. Some items should be worth fewer points, while others can be worth more. Your child can spend the points that were earned as he or she wishes. One advantage of using points is that your child cannot find extra money from other sources, which would make the system less rewarding.
- 2) However, for many kids money is more rewarding. It also teaches them the value of money. Your child would then have the option of spending the money once payday comes. The Dollar Store is often a good option for buying toys for younger children. A good rule of thumb is to structure the chart so that your child can earn \$1 per week per year old. So an eight year old could theoretically earn eight dollars a week. If this seems to be a bit much, try \$1 for ages 5 or below; \$2-5 for children ages 5-11; and \$5-10 for children ages 12 and up. If you normally give your child much more than this per week, you can increase the amount earned.
- 3) A third choice is to make the points do “double duty.” Points could equal allowance money (e.g. one point is worth a nickel) as well as points to be used to earn privileges.

Choosing the rewards to be earned

- This is best done with your child. You must learn what is rewarding to your child in order for the system to work. Possible rewards could include: playing a game with a parent; going to the park; computer time; T.V. time; an overnight with a friend; having a friend over; renting a video or video game; going to a ball game, etc. Ask your child.
- Make sure that your child is able to earn at least one of the privileges even if he or she only earns about half of the total number of points. Make different privileges worth different amounts of points.
- If you use money, depending on how much you give, you can require that your child buy his or her own video game rentals, movie tickets, fast food restaurant meals, sodas, and any toys. If your child is willing to save money for a toy, you could offer to match your child's earnings, so that your child does not have to wait months to buy something. This is especially helpful for items you would like your child to have.

Final Points

- For kids who are motivated to earn more, give them the chance to earn extra money or points. This would include chores or tasks you would not normally expect them to do, e.g. scrubbing floors, washing cars, etc.
- Periodically review the chart with your child to see how it is working.
- Have some fun with the chart! Use different colors. Hold contests—for example, you might have a 15 or 30 minute block of time during which some or all items are worth double points. Don't do this too often, though.
- Avoid taking away points as much as possible. If you end up the first week with negative points or money, this will decrease your child's motivation to try the next week. If needed, you can take points for more serious behavior problems such as hitting, but it is generally better to award zero points for hitting and to give points for not hitting.

Sample Charts

Here are a few sample charts. One has items already included, and the other is blank. Feel free to adapt the chart to make it work for you.

JOB CHART FOR WEEK OF _____

Child's Name: _____

Chores	Pts.	Sat.	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.
Make bed								
Put clothes away								
Put toys away								
Take out trash								
Clean up after meals								

School	Pts.	Sat.	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.
Finish homework								
No referrals/time outs at school								
Earning A's or B's								
Writing assignments in agenda								
Studying for quizzes/tests								

Family	Pts.	Sat.	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.
No hitting others								
No cussing or name-calling								
Cooperate with parents								
No time-outs								
Helping other family members								

Self-care	Pts.	Sat.	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.
Brush teeth in the morning								
Brush teeth before bed								
Take shower or bath								
Put dirty clothes in laundry								

