



THE TIME OUT PROCEDURE: A BRIEF STEP BY STEP GUIDE



When using Time Out as an *Effective and Healthy Discipline* tool, make sure that you follow the simple steps below. Remember for kids with ADD/ADHD, *slowing down* is very, very important!

1. LABEL THE PROBLEM: USE SIMPLE STATEMENTS:

“Please speak to me in a polite voice.”

2. WAIT 10 SECONDS, THEN WARN:

“If you don't speak to me in a polite voice, you will go to Time Out.”

3. WAIT 10 SECONDS, THEN GIVE THE CONSEQUENCE:

“You didn't speak to me in a polite voice, so you have a 5 minute Time Out.”

4. WAIT 10 SECONDS FOR CHILD TO GO:

Remove yourself – DO NOT talk to, check on or comfort your child.

Set the timer for 5 minutes (if 5 years old or older; otherwise 1 minute per year).

If the child is loud, say, “Time Out begins when you are silent.”

Stay neutral: DON'T talk about the issue when time is up.

5. IF CHILD DOES NOT GO TO TIME OUT, ADD MORE MINUTES:

Add one minute each 10 seconds until the child goes to Time Out (up to 10 minutes)

“Okay, that’s 6 minutes.”

“Okay, that's 7 minutes.”

Do not exceed 10 minutes.



THE TIME OUT PROCEDURE: A STEP BY STEP GUIDE (continued)



But what if my child still won't go to Time Out?



Testing limits and challenging authority are a natural part of growing up. Try not to be surprised when your child tests the limits and refuses to go to Time Out. When kids who struggle with *SHOOTING FROM THE HIP, PUTTING ON THE BRAKES, and MISSING THE IMPORTANT THINGS* refuse to go to Time Out, we suggest the following:



Stay calm and/or calm yourself down. Remember that getting angry usually makes things worse, not better. Please see our ***Stress Management Tip Sheet*** to learn some very good ways to stay calm when things are tough.



Have a "Back-Up Plan." When using Time Out as a *Effective and Healthy Discipline* tool, having something to back it up is very important. We strongly suggest the use of Work Chores and Privilege Removal as two very good *back-up plans*.