

Task Analysis: What is it and How to Use it

A **Task Analysis** is a breakdown of a skill or task into smaller, teachable steps. A Task Analysis is a list of steps laid out in sequential order to help with learning a new skill by providing the same steps of the skill in a consistent manner. A Task Analysis must be **individualized** for each person according to their age, strengths and preferences.

A Task Analysis can be used to teach many skills. Some examples include:

- ☀ Making a peanut butter sandwich
- ☀ Completing a morning routine
- ☀ Hand washing
- ☀ Making the bed
- ☀ Folding laundry
- ☀ Teeth brushing
- ☀ Showering
- ☀ Paying for coffee

To Create a Task Analysis

1. Identify the task that needs to be completed
2. Determine the steps needed to complete the task by:
 - a. completing the task yourself or
 - b. watching someone else complete the task or
 - c. asking others how they would complete the task
3. Once the steps are written, review them with someone else; do any steps need to be added, taken away, or modified?

Consider making a visual with the steps listed to help the person keep track of the steps they've completed. Depending on the person, this can be made with pictures, words, or both.

Written Sample Hand Washing

- Turn on water
- Rinse hands
- Pump soap into hands
- Rub hands together for 20 seconds
- Rinse hands
- Turn off water
- Dry hands

Visual Sample Tooth Brushing

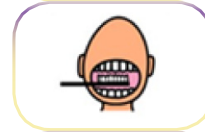
Put toothpaste on
the toothbrush



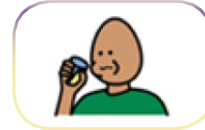
Wet the toothbrush



Brush teeth



Rinse and spit



Put away the
toothbrush

