

- 9. Put comforter on bed

Task Analysis (TA) Protocol

TA involves breaking any task, chore or complex procedure into single, logically sequenced steps & recording the steps in a Checklist. The list can be checked off as completed. TA's always make task initiation, completion & follow through much easier. Performing a TA and generating a checklist can greatly improve ability to perform tasks in persons with limitations in memory, attention, energy, initiative, ability to sustain performance, organization, etc.

Task Analysis Checklists are also extremely useful in minimizing fatigue by reducing energy demands required by memory, planning, organization, prioritizing and deciding the sequences for a task. Task analyses are useful for both basic and complex behaviors. Once completed, task analyses allow performance of tasks or routines without assistance from others. Most importantly, through repetition and relearning, they re-establishing the efficient routines that make up normal everyday human activity. When the procedures assisted by Task Analyses are repeated consistently, they eventually become automatic [habits] and become as automatic and effortless as tying a shoe.

The ingredients for rebuilding these automatic habits are the 3 P's: **Plan**, **Practice**, **Promotional Attitude**. The result is *rehabilitation*, or replacing obstacles with efficient habits that increase independence.

Several samples of different types of activities (tasks, cleaning routines, daily schedules) follow:

TA Samples: Single Tasks

Weekly Shopping Checklist

- MILK
- PAPER PLATES/CUPS
- HAND LOTION
- CHEESE
- NAPKINS
- CHAP STICK
- BUTTER
- PAPER TOWELS
- SHAMPOO
- EGGS
- PLASTIC WRAP
- AFTER SHAVE
- FRUIT
- TRASH BAGS

'Making A Bed' Cheatlist

- 1. Strip sheets, blankets and pillow cases
- 2. Put blankets and pillows on table
- 3. Take break
- 4. Get sheets and pillow cases from closet At This time doing with
- 5. Put on fitted sheet
- 6. Put on top sheet, evening it out
- 7. Put on blankets and tuck in corners
- 8. Put pillow cases on pillow

1. Remove Cleaner and Parts From the Closet

- canister handle floor brush hand brush, crevice

2. Unwind Power cord

3. Decide task

- carpets
- wood/vinyl floors
- hand dusting
- change dust bag

4. For Carpets

- attach power handle
- adjust carpet level on canister
- turn on power
- vacuum first in main traffic paths and then to the sides
- turn off power

5. For Hard Floors

- attach long handle brush
- turn on power
- vacuum from the center outward
- turn off power
- remove handle
- clean brush head with vacuum power

6. For Hand Dusting

- attach brush head to hand grip
- turn on power
- carefully dust all surfaces
- turn off power
- remove brush and clean it with vacuum handle

7. Change Dust Bag

- when red light on canister comes on, or check monthly
- when bag supply is low, purchase more at Sears. Bring code# to store.
- open canister, carefully pull bag off attachment.
- place dirty bag carefully into the trash
- put new bag following reverse procedure

8. After Cleaning

- recoil power cord into canister
- store all parts in the closet

TA Sample: Daily Habits & Routines

AT's Initiative/Energy Retrainer

MORNING

- Wash Face
- Shave
- Apply medication to face if needed
- Brush Teeth
- Comb Hair
- Dress before "morning" nap
- Check finger nails & toe nails; trim when needed
- Check hair length and get a haircut as needed
- Shower and wash hair
- Perform an Activity/Chore (Choose from Menu)
- Check Schedule (e.g., M,W,F=Y; Tues=RedX)
- Check your appearance before leaving the house

AFTERNOON

- Fill Out Chart (Behavioral Activity Monitor & Points)
- Eat Lunch
- PowerRelaxationNap (PRN: Use Tape)
- Perform Activity or Chore (Choose from Menu)

EVENING

- Eat Dinner
- PRN (PowerRelaxationNap; Use Tape)
- Engage in Evening Activity
- 10:00pm: Complete Chart (Behavioral Activity Monitor & Tally Pts)
- Shower (if not done in am; or, again?)
- Watch TV News
- Prep for Bed (PJ's, Brush Teeth, etc.)
- BedTime

TA Samples: Cleaning Routines

TB's Bachelor Pad Cheat Sheet

100 1. CLEAN APARTMENT:

A. KITCHEN:

- Z CLEAN COUNTERTOPS DAILY
- Z SWEEP FLOOR DAILY
- Z ORGANIZE CABINETS & WIPE OFF ICE BOX
- Z EVERY WEDS MOP FLOOR & WIPE WALLS

B. BEDROOM

- Z FOLD CLOTHES OR HANG THEM UP AND STORE WHERE APPROPRIATE. DAILY
- Z SWEEP AND VACUUM FLOORS WHEN APPROPRIATE OR PRN
- Z ORGANIZE COMPUTER AREA
- Z EMPTY CAT BOX DAILY
- Z MOP FLOORS WHEN APPROPRIATE PRN

C: DEN:

- Z SWEEP FLOOR
- Z VACUUM DAILY
- Z DUST DAILY
- Z STRAIGHTEN UP DAILY
- Z VACUUM UP
- Z MOP

D. LIVING ROOM

- Z DUST DAILY
- Z STRAIGHTEN UP DAILY
- Z SWEEP DAILY
- Z VACUUM ONCE A WEEK
- Z MOP ONCE A WEEK
- Z USE A CHECKLIST TO ENSURE DOING ALL

100 2) SET A CLEANING SCHEDULE:

- Z A: DAILY DUTIES DUST, SWEEP, STRAIGHTEN UP EACH ROOM
- Z B: EVERY WED MOP ALL ROOMS AFTER A IS COMPLETE

Single Doctor Chores CheatList

BATHROOM

- Z Dust around the Mirror and Light and Window, including the tops of the light and mirrors and window sills.
- Z Dust, with a damp cloth, around the windowsills, on the front of the blinds and the back (reverse sides by adjusting slats up and down), and along the tile division.

Tub and Toilet

- Z Wipe down the bathtub walls, going to the ceiling.
- Z Use cleanser and a brush to quickly wipe grime in the tub, and scum stains on the wall.
- Z Use soapy brush to quickly wash and rinse the inside shower curtain.
- Z With a soapy disinfectant, clean the toilet top, seat, behind the seat, and under the seat, along the walls to the floor
- Z Fold all tiles neatly on the tile racks

Floor

- Z Sweep the floor, including behind the toilet.
- Z Take out the rug and shake it off of the porch vigorously to remove dirt and dust.
- Z Remove and empty the garbage can.
- Z Mop the floor, using ammonia or Clorox and be sure to get behind the toilet.

- Z Use a rag to get the floor behind the toilet. Be sure to get in all the nooks and crannies along the edges of the floor, near the tub, etc.

LIVING ROOM

- Z Dust Furniture, including all shelves
- Z Use broom/duster to dust along all baseboards, window sills, ceiling molding & fireplace mantle
- Z Sweep and Vacuum Under Rugs
- Z Sweep and Vacuum Floors
- Z Vacuum the couch, love seat, and chair

KITCHEN

- Z Empty Trash Can
- Z Clean Top of Refrigerator and Microwave (Wet Soapy Cloth)
- Z Clean Inside Refrigerator and Microwave
- Z Wash Any Dishes and Clean Sink with Cleanser
- Z Clean Sink and Surrounding Countertop
- Z Sweep, and then Mop Floor

STUDY/OFFICE

DINING ROOM

BEDROOM

- Z Dust dresser tops, around doors and windows, and along baseboard and ceiling molding

LAUNDRY

- Z 9:00am Saturday: Take Clothes to Dry Cleaners before 10:am
- Z 5:00pm Saturday: Pick up clothes from Dry Cleaners and Arrange in closet
- Z 10:00am Sunday: Launder socks, underwear, bathroom towels, bed sheets, etc.
- Z 11:00am Sunday: Use Dryer & Fold & replace clothes when done. Hang Dry other clothes
- Z 11:20am Sunday: Steam mist to refresh any pants, shirts in need
- Z Sunday 9:00pm: Fold, hang, put away dry clothes

TA Samples: Daily Activity Trainers

DH's Daily Plan Checklist

MORNING

- Z Wake 6:00 AM to the Alarm Clock
- Z Take Medication
- Z Make Bed
- Z Shower
- Z Get Dressed
- Z Comb Hair
- Z Make and eat breakfast
- Z Clear, rinse, stack breakfast dishes (for pm wash)
- Z Wipe counter, table stovetop if needed
- Z Feed animals
- Z Brush teeth
- Z Gather items to take for the day
- Z Leave house at 7:00; go to Grandma's

REHAB CENTER

- Z Arrive between 7:30-8:00Am by van
- Z Follow Morning Schedule (In Rehab SchedBook)
- Z Lunch at 11:30, Take medication
- Z Follow Afternoon schedule
- Z Leave for Grandma's between 3:30-4:00

LATE AFTERNOON

- Z Dinner at Grandma's & take medication
- Z Home between 6:00-7:00PM
- Z Get mail, read & sort; put bills on microwave

EVENING: PREPARE FOR THE NEXT DAY

Laundry if needed (clothes, sheets, bath/kit towels)

- Z separate colors and whites
- Z set water level
- Z put soap in
- Z put clothes in
- Z turn on
- Z put clothes in dryer - set timer for 45min
- Z Listen for Buzzer - fold when dry
- Z PUT CLOTHES AWAY: Drawers/Closets

Kitchen

- Z wash dishes
- Z wipe off countertops, stovetop;
- Z rinse out sink
- Z sweep floor; mop if needed
- Z Change or empty cat litter if needed
- Z Vacuum Carpet/Rugs if needed
- Z Dust Furniture if needed

Bathroom if needed

- Z clean sink, tub, countertop
- Z put toilet cleaner in toilet
- Z clean floor, mirror
- Z wash toilet inside and out

- change towels, mat, washcloths
- Check off things needed on list; write out list when going shopping -Keep list in kitchen drawer
- Pick & lay out clothes to wear for the next day

Relax/Free Time

Prepare for Bed

- Floss/Brush Teeth
- Wash Face
- Shave
- Put away clothes (in hamper or drawer/closet)
- Set Alarm for 6:00AM

DG's Daily Checklist

MORNING

- _____ WAKE 5:30 AM TO THE ALARM CLOCK
- _____ TAKE A SHOWER-Wash and condition hair
- _____ SHAVE
- _____ PUT COLOGNE ON
- _____ COMB HAIR
- _____ PUT DEODORANT ON
- _____ BRUSH TEETH
- _____ GET DRESSED
- _____ MAKE BED
- _____ AT 6:00 AM TAKE MEDICATION
- _____ MAKE AND EAT BREAKFAST
- _____ CLEAR, RINSE, STACK BREAKFAST DISHES TO PREPARE FOR PM WASHING
- _____ WIPE COUNTER, TABLE, STOVE TOP IF NEEDED
- _____ BRUSH TEETH
- _____ GATHER ITEMS TO TAKE FOR DAY - including medication
- _____ AT 7:00 AM LEAVE HOUSE & GO TO PICK-UP POINT FOR SHELTERING ARMS
- _____ LOCK DOOR

REHAB CENTER

- _____ ARRIVE 8:00-8:30 AM BY THE VAN
- _____ FOLLOW MORNING SCHEDULE
- _____ LUNCH AT 11:30, TAKE MEDICATION
- _____ FOLLOW AFTERNOON SCHEDULE
- _____ LEAVE BETWEEN 3:30-4:00 PM TO GO TO THE PICK-UP POINT

LATE AFTERNOON

- _____ TAKE MEDICATION AT 6:00 PM
- _____ GET MAIL, READ & SORT, PUT BILLS IN APPT BOOK TO GIVE TO MY SEC.
- _____ BUSINESS RELATED ACTIVITIES
- _____ CHECK FOR MESSAGES
- _____ RETURN CALLS
- _____ MAKE DINNER

EVENING: PREPARE FOR THE NEXT DAY

- _____ **KITCHEN**
- _____ wash dishes
- _____ wipe off countertops, stovetop
- _____ rinse out sink
- _____ sweep floor, mop if needed
- _____ CHANGE /EMPTY TRASH CAN - If Needed
- _____ **LAUNDRY** IF NEEDED (CLOTHES, SHEETS BATHROOM& KITCHEN TOWELS)
- _____ separate colors and whites
- _____ set water level _____ put soap in
- _____ put clothes in _____ turn on
- _____ put clothes in dryer
- _____ fold when dry
- _____ PUT AWAY CLOTHES: DRAWERS/ CLOSET
- _____ VACUUM CARPET/RUGS IF NEEDED
- _____ DUST FURNITURE IF NEEDED
- _____ **BATHROOM** IF NEEDED
- _____ clean sink, tub, countertop
- _____ put toilet cleaner in toilet
- _____ clean floor
- _____ wash toilet inside and out
- _____ change towels, mat, washcloths
- _____ WATER PLANTS ON FRIDAY IF SOIL DRY
- _____ CHECK OFF THINGS NEEDED ON LISTS, WRITE OUT LIST WHEN GOING SHOPPING - KEEP LIST ON KITCHEN COUNTER
- _____ PICK AND LAY OUT CLOTHES TO WEAR FOR NEXT DAY
- _____ GATHER AND ORGANIZE ITEMS TO BRING FOR NEXT DAY

RELAX/FREE TIME

PREPARE FOR BED

- _____ BRUSH TEETH
- _____ WASH FACE
- _____ SHAVE
- _____ PUT AWAY CLOTHES (in hamper or drawer)
- _____ PUT ON SWEATS
- _____ SET ALARM FOR 5:30 AM

L's Automatic Habit Retrainer

MORNING

- Get up When Awakened**
- Take Morning Medications, with Water**
- Go to Bathroom**
- _____ Wash Face
- Go to Kitchen**
- _____ Drink Coffee and
- _____ Eat Breakfast
- Go back to Bathroom and Brush Teeth**
- Go to Bedroom and**
- _____ Remove Nightie
- Put on Panties & Bra
- Look on Bed and Put on Clothes that have Been Laid out
- Put Top on _____ Put Bottom on _____ Put Socks on _____ Put Shoes on
- Get Hairbrush and Brush Hair (with help)
- Finish any Remaining Milk or Coffee**
- Get Memory Book**
- Check for Pen - get one from kitchen table if needed
- Go To DayCenter**
- Take Memory Logbook and Pen
- Go out Front Door and Go To Car
- Open Car Passenger Door
- Get in Car
- Shut Car Door
- Leave for DayCenter
- Arrive at DayCenter**
- Go to Activity Board
- See Daily Scheduled Events
- Participate in Activities
- Write down in log book each activity

LUNCHTIME

- Eat Lunch at Lunchtime
- Take Medication with Lunch
- Participate in Afternoon Activities
- Write down in log book each activity
- Leave DayCenter to Return Home**

EVENING

- Listen to Music Tapes**
- Go to Mom's Bedroom and Get Music Tapes from Table
- Return to Rec Room
- Choose and Play a Tape
- When Finished Return Tapes to Mom's Bedroom Table
- Dinner Time**
- _____ Go To Kitchen _____ Eat Dinner
- Work on Memory Book and Complete for Day**

BEDTIME

- Get Nightie From Bed**
- Go To Bathroom**
- Shower**
- Take Clothes Off
- _____ Turn Water On _____ Get in Shower
- Pick up Soap
- Put Soap on Scrubber
- Wash Self with Scrubber
- Wash Soap Off
- Wet Hair Thoroughly
- Put Shampoo On
- Make Sure There is Plenty of Shampoo
- Shampoo Hair Thoroughly
- Rise Hair Thoroughly
- Shut Water Off
- _____ Get Towel _____ Dry Off
- Get out of Shower
- Put on Nightie

- Z Put on Face Lotion and Rinse
- Z Brush Teeth
- Z **Go To Bedroom**
- Z Get HairDryer from Bed
- Z Plug in and Turn on
- Z Take Evening Medication
- Z Floss Teeth
- Z Set Alarm Clock for 7:30
- Z **Go To Bed**

- Z Put Clothes in Drawer (with help)

Kevin's Daily Task Initiatives

MORNING

- Z 6:00am - Rise to Alarm
- Z Go To Bathroom - Toilet and Wash Hands
- Z Prepare Breakfast
- Z 6:30am - Eat
- Z Put Dishes in Sink and Clean Counter
- Z 7:00am - Dress
- Z Brush Teeth
- Z Brush Hair
- Z Pack Book bag - Lunch Tickets, Keys, Schedule
- Z 8:00am, Get Ready to Catch Bus

CIVITAN

- Z 8:30 - Bathroom - Toilet, Wash Hands
- Z 9:00 - Check Productivity
- Z 10:30 - Check Productivity
- Z 12:00 - Bathroom - Toilet, Wash Hands
- Z 12:30 - Eat Lunch
- Z 1:00 - Clean Up
- Z 2:00 - Bathroom - Toilet, Wash Hands
- Z 2:30 - Break
- Z 3:00 - Check Productivity
- Z 4:00 - Get Ready for Bus

EVENING

- Z 4:30 - Bathroom - Toilet, Wash Hands
- Z 4:45 - Prepare Dinner
- Z 5:00 - Eat Dinner
- Z 5:30 - Clean Table
- Z Prepare Lunch for Next Day
- Z Clean Dishes in Sink
- Z Clean Counter
- Z Bathroom - Shower and Clean Tub
- Z Dress
- Z Pick up Bedroom - Put Clean Clothes in Drawer/ Dirty Clothes in Basket
- Z Make Bed
- Z Free Time
- Z 9:30 - Prepare for Bed - Toilet, Wash Hands, Brush Teeth & SET ALARM
- Z 10:00 - In Bed - Sleep

Kevin's Special Duties
Automatic Habit/Energy/Initiative Retrainer

ONCE PER WEEK:

DAY/Time: _____

- Z Change Bed
- Z Vacuum Floor
- Z Dust
- Z Wash Kitchen Floor
- Z Wash Bathroom Floor
- Z Scrub Bath Tub
- Z Scrub Bathroom Sink
- Z Scrub Kitchen Sink

THREE WASH LOADS PER WEEK

DAYS/Time: _____

- Z Gather Clothes
- Z Take to Basement
- Z Sort Clothes
- Z Load Washer and Start
- Z Load Dryer
- Z Fold Clothes (with help)
- Z Take Clothes Upstairs (with help)