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’ Cheatlis

- 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
- 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

**Vacuum Cleaning Task Analysis**

1. Remove Cleaner and Parts From the Closet
   - canister
   - hand brush
   - floor 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.
   - 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
- Perform Activity or Chore (Choose from Menu)

**EVENING**
- Eat Dinner
- Perform Activity or Chore (Choose from Menu)
- 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

Task Analysis: Page 2 © 1995: M.F. Martelli, Ph.D
TA Samples: Cleaning Routines

TB's Bachelor Pad Cheat Sheet

1. CLEAN APARTMENT:

A. KITCHEN:
- Clean countertops daily
- Sweep floor daily
- Organize cabinets/swipe off ice box
- Every wed: mop floor & wipe walls

B. BEDROOM:
- Fold clothes or hang them up and store WHERE APPROPRIATE DAILY
- Sweep and vacuum floors when appropriate or PRN
- Organize computer area
- Empty cat box daily
- Mop floors when appropriate PRN

C. LIVING ROOM:
- Sweep floor daily
- Vacuum daily
- Straighten up daily
- Vacuum once a week
- Mop once a week
- Use a checklist to ensure doing all

2. SET A CLEANING SCHEDULE:
- R. Daily duties: dust, sweep, straighten up each room
- E. Every wed mop all rooms after A is complete

Single Doctor Chore's Cheat List

BATHROOM
- Dust around the mirror and light and window, including the tops of the light and mirrors and window sills.
- 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
- Wipe down the bathtub walls, going to the ceiling.
- Use a brush to quickly wipe grime in the tub, and scum stains on the wall.
- Use soapy brush to quickly wash and rinse the inside shower curtain.
- With a soapy disinfectant, clean the toilet, top, seat, behind the seat, and under the seat, along the walls to the floor.
- Fold all tiles neatly on the tile racks.

Floor
- Sweep the floor, including behind the toilet.
- Take out the rug and shake it off of the porch vigorously to remove dirt and dust.
- Remove and empty the garbage can.
- Mop the floor, using ammonia or Clorox and be sure to get behind the toilet.
- 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
- Dust furniture, including all shelves.
- Use broom/duster to dust along all baseboards, window sills, ceiling molding & fireplace mantle.
- Sweep and vacuum under rugs
- Vacuum floors
- Vacuum the couch, love seat, and chair.

TA Samples: Daily Activity Trainers

DH’s Daily Plan Checklist

MORNING
- Wake 6:00 AM to the alarm clock
- Make bed
- Shower
- Get dressed
- Comb hair
- Make and eat breakfast
- Clear, rinse, stack breakfast dishes (for pm wash)
- Use a cleaner to refresh any pans, shirts in need
- Feed animals
- Brush teeth
- Gather items to take for the day
- Leave house at 7:00; go to Grandma’s

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

EVENING: PREPARE FOR THE NEXT DAY

Laundry if needed (clothes, sheets, bath/towels) &
- Separate colors and whites
- Set water level
- Put soap in
- Turn on
- Put clothes in dryer - set timer for 45 min
- Listen for buzzer - fold when dry
- Put clothes away: drawers/closets

Kitchen
- Wash dishes
- Wipe off countertops, stove top
- Rinse out sink
- Sweep floor; mop if needed
- Change or empty cat litter if needed
- Vacuum carpet/rugs if needed
- Dust furniture if needed

Bathroom if needed
- Clean sink, tub, countertop
- Put toilet cleaner in toilet
- Clean floor, mirror
- Wash toilet inside and out

STUDY/OFFICE

DINING ROOM

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

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

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Prepare for Bed

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

Relax/Free Time

- Go to Kitchen
- Drink Coffee and
- Eat Breakfast

- Go back to Bathroom and Brush Teeth
- Go to Bed 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

Leave DayCenter to Return Home

- Get Memory Logbook
- Finish any remaining milk or coffee
- Go to bedroom
- Go back to bathroom and brush teeth
- Go to kitchen
- Take morning medications, with water
- Get up when awakened

- Get out of shower
- Rise hair thoroughly
- Shampoo hair thoroughly
- Make sure there is plenty of shampoo
- Put shampoo on
- Wash soap off
- Wash self with scrubber
- Pick up soap
- Put soap on scrubber
- Wash set with scrubber
- Wash soap off
- Wet hair thoroughly
- Put shampoo on
- Make sure there is plenty of shampoo
- Shampoo hair thoroughly
- Rise hair thoroughly
- Shurt water off
- Get towel
- Dry off
- Get out of shower
- Put on Nightie

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 set with scrubber
- Wash soap off
- Wet hair thoroughly
- Put shampoo on
- Make sure there is plenty of shampoo
- Shampoo hair thoroughly
- Rise hair thoroughly
- Shurt water off
- Get towel
- Dry off
Kevin’s Daily Task Initiatives

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

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

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