

Tips for Creating a Task Analysis

1. Choose a task with a definitive start and end (e.g. set the table, get dressed, make bed)
2. Write down the steps as you do the task or as you watch another adult do the task
3. Give the steps to someone else to try to follow and make sure they are clear.
4. Write the final steps on a piece of paper to guide instruction for teaching the task to your son/daughter.
5. If needed, draw, or take picture cues for each step to post as a visual schedule for your child to reference.
6. Teach the task using the prompting strategy that fits your child best. Some learners who get easily frustrated may do best with most-to-least prompting in which you assist more, while other learners may reach independence with the task more quickly using a least-to-most prompting strategy.

Most-to Least Prompting	Least-to-Most Prompting
Full Physical	Visual Prompt
Partial Physical	Verbal Prompt
Modeling	Gestural Prompt
Gestural Prompt	Modeling
Verbal Prompt	Partial Physical
Visual Prompt	Full Physical