

TASK ANALYSIS SHEET

Devise a task analysis: break down a task (e.g. making tea) into small ‘chunks’ (e.g. open cupboard, get out mug, open kettle lid etc...), write these down the left column.

Complete the task analysis form: using the legend at the bottom, fill in the level of prompt needed for each ‘chunk’. Put the date and your name at the top.

Task:-	T1 Date:	T2 Date:	T3 Date:	T4 Date:	T5 Date:	T6 Date:	T7 Date:	T8 Date:	T9 Date:	T10 Date:
	Staff Initials:	Staff Initials:	Staff Initials:	Staff Initials:	Staff Initials:	Staff Initials:	Staff Initials:	Staff Initials:	Staff Initials:	Staff Initials:
Steps:										
Wash hands										
Choose ingredients										
Choose utensils and pots/pans etc.										
Open ingredients.										
Pour pasta into saucepan.										
Fill kettle.										
Boil kettle										
Pour boiling water onto pasta										
Set timer.										
Drain pasta.										
Pour sauce.										
Grate cheese (if applicable)										
Mix together.										

Legend (least to most invasive):

I – Independent

G – Gestural prompt

M – Modelled

V – Verbal prompt

PPP - Partial Physical Prompt (I.e. touch at elbow)

FPP - Full Physical Prompt (I.e. Hand-over-hand)