Task Analyses — An Overview for Caregivers

<table>
<thead>
<tr>
<th>Evidence-Based Practice Link</th>
<th>A task analysis is a visually-presented list of steps or behaviors that are broken down to help a child complete a complex or chained task. A task analysis is an evidence-based practice for autistic children “to present a whole task to a learner at once with clear steps on how to achieve the skill from start to finish” to promote independence with complex or chained tasks (Steinbrenner et al., 127). Task analyses are best facilitated with other evidence-based practices like reinforcement, prompting, video modeling, or time delay.</th>
</tr>
</thead>
</table>
| When to Use Task Analyses? | Ideal times to use task analyses with autistic children, or other children with or without disabilities, could include, but are not limited to, activities that:  
  • have multiple steps, like completing a chore, packing a lunch, gathering belongings to get ready for school, or completing an independent play activity;  
  • are particularly long, like grocery shopping, attending a birthday party, having a playdate, or completing homework; and  
  • children need to be able to do independently, like hand washing, shoe tying, toileting, getting dressed, or preparing and/or eating a meal. |
| Why Use Task Analyses? | Task analyses:  
  • clarify expectations about next steps to successfully complete a multi-step activity;  
  • increase predictability regarding longer tasks or activities;  
  • promote child independence within regular routines that occur during throughout the day;  
  • provide meaningful visual prompts for autistic children to limit verbal prompting; and  
  • aid working memory by providing visual cues for task completion. |
### Critical Components of Task Analyses

Task analyses for autistic children should:

- be visible to the children in the areas they will use them;
- be presented in a format that the child can comprehend (e.g., photos, words and pictures, written, etc.);
- be broken down into small, manageable steps;
- include caregiver planning for consistent visual or gestural prompts to help the child continue through each step if needed;
- include caregiver planning for behavior-specific praise after each step is completed, if necessary, and reinforcement upon completing the entire task analysis; and
- be individualized to the home or community environment or children using them.

### Task Analyses in Action
Assembly Tips

For line drawing-based task analyses:
1. Print and laminate the task analysis individual pieces. Cut out each piece individually.
2. Place a hard-sided Velcro strip on a folder, paint stick, or laminated strip of construction paper.
3. Place soft-sided Velcro on the back of each task analysis piece.
4. Lay out the task analysis in order (from top to bottom or from left to right).
5. Consider where to post the task analysis (e.g., taped on the wall near the door, placed by a closet or dresser, posted on a wall near the homework or play area).
6. If necessary, have an “all done” envelope or area attached to the task analysis for the child to place completed task pieces as each step of the task analysis is finished.

For numbered list-based task analyses:
1. Print and laminate the task analysis.
2. Provide the child with a dry erase marker to mark off each step as it is completed.

TRIAD Resources to Learn More

- Brief online training about task analyses, available [here](https://vkc.vumc.org/vkc/triad/live-training/).
  *Must create a free account to access
- To learn more about upcoming TRIAD training opportunities: [https://vkc.vumc.org/vkc/triad/live-training/](https://vkc.vumc.org/vkc/triad/live-training/)


Wash Hands - Line Drawing

Water On
Get Soap
Scrub Hands
Rinse Hands

Water Off
Dry Hands
Throw Away

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Blow Nose - Line Drawing

1. Get Tissues
2. Hold Tissue to Nose
3. Blow Nose
4. Wipe Nose
5. Put in Trash
6. Get Sanitizer
7. Wash Hands

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Bathroom - Line Drawing

Pants Down
Use the Toilet
Wipe
Flush

Pants Up
Zip Pants
Wash Hands

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Unpacking at Home after School - Line Drawing

1. Hang up Backpack
2. Hang up Jacket
3. Unzip Backpack
4. Put Lunch on Counter
5. Give Agenda to Adult
6. Take Out Papers
7. Take Out Homework
8. Get Snack

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Getting Ready for Bed - Line Drawing

- Use the Toilet
- Wash Hands
- Wash Face
- Brush Teeth
- Put on Pajamas
- Lay in Bed
- Read Book
- Turn Out Lights

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# Washing Your Hands

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Turn the water on.</td>
</tr>
<tr>
<td>2.</td>
<td>Get soap on your hands.</td>
</tr>
<tr>
<td>3.</td>
<td>Get your hands wet.</td>
</tr>
<tr>
<td>4.</td>
<td>Scrub your hands.</td>
</tr>
<tr>
<td>5.</td>
<td>Rinse the soap off your hands.</td>
</tr>
<tr>
<td>6.</td>
<td>Turn off the water.</td>
</tr>
<tr>
<td>7.</td>
<td>Dry your hands with paper towel.</td>
</tr>
<tr>
<td>8.</td>
<td>Throw away the paper towel.</td>
</tr>
</tbody>
</table>

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### Blowing Your Nose

1. Get some tissues.

2. Hold the tissue to your nose.

3. Blow your nose into the tissue.

4. Wipe your nose with the tissue.

5. Put the tissue in the trash.

6. Wash your hands or use hand sanitizer.
<table>
<thead>
<tr>
<th></th>
<th>Going to the Bathroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Unbutton or unzip your pants.</td>
</tr>
<tr>
<td>2.</td>
<td>Pull down your pants.</td>
</tr>
<tr>
<td>3.</td>
<td>Use the toilet.</td>
</tr>
<tr>
<td>4.</td>
<td>Wipe with toilet paper.</td>
</tr>
<tr>
<td>5.</td>
<td>Flush the toilet.</td>
</tr>
<tr>
<td>6.</td>
<td>Pull your pants up.</td>
</tr>
<tr>
<td>7.</td>
<td>Zip and button your pants.</td>
</tr>
<tr>
<td>8.</td>
<td>Wash your hands.</td>
</tr>
</tbody>
</table>

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## Unpacking at Home after School

1. Hang up your backpack.

2. Hang up your jacket.

3. Unzip your backpack.

4. Put your lunch box on the kitchen counter.

5. Give the adult your agenda.

6. Take your returned papers out of your home folder.

7. Take your homework out of your home folder.

8. Get a snack.

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## Getting Ready for Bed

1. Use the toilet.
2. Wash your hands.
3. Wash your face.
4. Brush your teeth.
5. Put on your pajamas.
6. Lay in the bed.
7. Read a book.
8. Turn out the lights.

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