Task Analysis Data Sheet

Name: _____ Routine / skill: _____

Setting: _____ Starting direction: _____

Teaching method (optional): _____

Write the steps in order. Use one column each time you practice the routine.

#	Steps	1	2	3	4	5	6
		Date:	Date:	Date:	Date:	Date:	Date:
		Initials:	Initials:	Initials:	Initials:	Initials:	Initials:
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Steps done independently							
Independent % (optional)							

I = Correct on own P = Correct with help X = Not completed correctly - = Not checked

Give the agreed wait time, then mark one code for each step using the teaching plan.

Use - for steps not offered or not observed. Leave unused rows blank.

Optional %: I / (I + P + X) x 100. Exclude - and blank rows. No scored steps? Write N/A.

Compare the same steps. If only part of the routine was checked, note which steps below.

Notes / supports used:

_____

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Teaching method (optional): _____

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		Date:	Date:	Date:	Date:	Date:
		Initials:	Initials:	Initials:	Initials:	Initials:
1						
2						
3						
4						
5						
6						
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8						
9						
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Steps done independently						
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Optional %: I / (I + P + X) x 100. Exclude - and blank rows. No scored steps? Write N/A.

Compare the same steps. If only part of the routine was checked, note which steps below.

Notes / supports used:

_____

_____

How to use your data sheet

Use this sheet to see which parts of a routine the learner can do on their own and where they still need support. Choose the portrait or landscape layout that works best for you.

1. Pick a routine and list the steps.

Choose one skill, such as packing a backpack or washing hands. Write the steps in the order they happen, using clear actions like “Put the folder in the backpack.” Leave any extra rows blank.

2. Fill in the basics.

Add the learner’s name, the routine, and where you are practicing. Write the direction you use to get started. If you are following a teaching method, you can add that too.

3. Practice and mark each step.

Use one column each time you practice. Add the date and your initials. Give the learner time to respond, then provide support as described in their teaching plan. Mark each step using the key below.

I — Correct on own The learner completes the step correctly without an added prompt.

P — Correct with help The learner completes the step correctly with a prompt or assistance.

X — Not completed correctly The step is incorrect or is not completed during the practice.

- — Not checked The step was not offered or you did not observe it.

4. Take a quick look at progress.

Count the steps marked I. You can also calculate the independent percentage: divide the number of I marks by all I, P, and X marks, then multiply by 100. For example, 4 independent steps out of 8 checked steps is 50%. Do not count unchecked steps or empty rows.

Use the notes space for anything helpful: a support that worked, a change in the routine, or which steps you practiced. Compare the same steps over time so the results are meaningful.

Before you begin, agree on the wait time and what counts as independent. Follow the learner’s plan, including their usual supports.