

Task Analysis Recording Sheet

Cleaning Glasses

Client Name:

Trainer Name:

Note: Client starts the task in front of the sink with soap and cloths within arm's reach.

Date																			
Initials																			
1. Turn on cold water																			
2. Remove glasses from face																			
4. Place glasses under water until lenses are completely wet																			
4. Place glasses to side of sink																			
5. Put soap on index and middle finger of one hand																			
6. Pick up glasses with other hand																			
6. Using index and middle finger, rub soap on both sides of lenses																			
7. Place glasses under water until all soap is gone																			
8. Turn off water																			
9. Pick up lint-free cloth (J-cloth or lens tissue)																			
9. Dry the lenses using a lint-free cloth or J-cloth																			
10. Put glasses back on																			
11. Hang up J-cloth (or throw away lens tissue)																			
12. Dry hands																			

NOTES

Types of Prompts

I = Independent (completely independent, no help needed whatsoever. Specify whether it is independent when transferred to different environments)

V = Vague Verbal (no direct reference to what has been done. Example: did you forget something?)

SV = Specific Verbal (specific reference to what has been done. Example: “now pick up the toothpaste”)

G = Gestural (using a gesture to give the client a good idea of what needs to be done. This often is accompanied by a specific verbal prompt)

M = Model (trainer completes the step/task first to demonstrate. Example: show the client how to push a button)

P = Physical (trainer does the step/task with the client using a physical prompt (e.g., gentle nudge, hand-under hand, hand-over-hand))

N = Not Applicable