

Task Analysis Recording Sheet

Clipping Fingernails

Client Name:

Trainer Name:

Note: Please ensure that all materials (paper towel, nail clipper, and garbage can) are within arm's reach in the teaching area.

Date																		
Initials																		
1. Put a paper towel flat in front of you																		
2. Pick up nail clipper																		
3. Open nail clipper																		
4. Hold nail clipper with fingers on underside and thumb on "lever"																		
5. Place a fingernail of other hand between the blades																		
6. Press down cutting lever with thumb until the nail is cut																		
7. Release lever by relaxing your hand																		
8. Place clipped fingernail on paper towel																		
10. Repeat steps 5-8 for all fingernails																		
11. Put nail clipper down																		
12. Put paper towel in garbage can																		

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