

## Task Analysis Recording Sheet

### Ponytail Tying

**Client Name:**

**Trainer Name:**

**Note:** Please ensure there is a hair elastic within arm's reach of the teaching area before the client begins

Date																			
Initials																			
1. Stretch elastic around right wrist																			
2. Gather hair in right hand																			
3. Pull elastic from right wrist with left hand																			
4. Pull hair through elastic with right hand																			
5. Keep holding ponytail with right hand																			
6. Put left hand through the elastic and twists it ONCE																			
7. Let go of ponytail with right hand																			
8. Pull elastic over with right hand																			
9. Grasp ponytail with left hand																			
10. Pull hair through with left hand																			
11. Let go of hair from both hands																			
12. Grasp ends of ponytail with both hands to form two tails																			
13. Pull outward at ends of ponytail to tighten																			

**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**