

## Task Analysis Recording Sheet

### Shoe Tying (Two Loops Method)

**Client Name:**

**Trainer Name:**

**Note:** When teaching shoe-tying we can begin by using two different colored laces to make it easier for the client. Once they can complete the task independently (with no help from you), we can progress to using the same-colored laces.

Date																			
Initials																			
1. Place shoe with toe away from self																			
2. Place right lace(white) on right side and left lace (black) on left side.																			
3. Pick up (right) white lace and cross over front of shoe																			
4. Pick up 2 <sup>nd</sup> lace (black one) and cross over 1 <sup>st</sup> one (white)																			
5. Take lace on top (black one) and put the end under the cross																			
6. Pull both ends																			
7. Pick up white lace and make a loop																			
8. Hold it in one hand																			
9. With other hand, pick up black lace and make a loop																			
10. Cross the two loops and look for the big hole (poke your finger into the hole)																			
11. Hold the cross with one hand																			
12. With the other hand, put the top loop over and around into the big hole																			
13. Squeeze both loops and pull tight																			

**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**