

Task Analysis Recording Sheet

Putting on Velcro Shoes

Client Name:

Trainer Name:

Note: Please ensure the client is sitting comfortably and their shoes are within arm's reach. If the client prefers to stand, this is ok too as long as the shoes are within arm's reach of the teaching area.

	Date															
	Initials															
	L	R	L	R	L	R	L	R	L	R	L	R	L	R	L	R
1. Pick up shoe																
2. Open Velcro straps																
3. Pull tongue of shoe up towards loosened straps.																
4. Place shoe on floor correctly oriented (toe pointing away)																
5. Point toes of appropriate foot																
6. Place toes of that foot into shoe keeping heel raised																
7. Place index finger inside shoe underneath foot																
8. Place thumb on back of shoe to pinch with the index finger already in the shoe																
9. Slide foot into shoe																
10. Adjust tongue and/or heel if necessary																
11. Pull Velcro straps 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