**Competencies**
- S2 Ability to conduct a task analysis, gather data, document progress, and prepare detailed notes.
- S3 Ability to facilitate and support critical thinking/decision making skills and promote self-advocacy.
- S4 Ability to appropriately support and recognize when to reduce direct support.
- S5 Ability to demonstrate, model, and teach appropriate behaviors.
- S9 Ability to foster appropriate working relationships at the work site.
- S10 Ability to access tools, technology and adaptation devices.

---

**Practicing Task Analysis**

*(Lesson 2)*

This activity will allow you to practice analyzing tasks and breaking them down into smaller steps. Think of some everyday tasks that you could do in your sleep. Some examples might include: changing a light bulb, loading the dishwasher, mowing the grass, or filling the car with gas. Choose two different tasks to use for this activity. Now imagine that you need to teach someone, who has little or no experience performing these tasks, how to do them. With this in mind, use the questions below to guide your task analysis.

**Questions**

a. Choose one of the everyday tasks you identified to start with. What is the task?

b. What are the sequential steps of the task? Identify the sequential steps of the job task, and list them below. Remember that you are breaking down the job task into smaller steps for a person who has little or no experience with this task. Make sure that the steps are small and discrete.
c. What strategies might you use to teach someone the steps of this task?

d. Repeat this process for the second everyday task that you identified. What is the second task you identified?

e. What are the sequential steps of this second task? Identify the sequential steps of the job task, and list them below. Remember that you are breaking down the job task into smaller steps for a person who has little or no experience with this task. Make sure that the steps are small and discrete.

f. What strategies might you use to teach someone the steps of this second task?