

Example: Task Analysis for Personal Care*

TASKS	STEPS	TIME
<p>MORNING</p> <ul style="list-style-type: none"> Wake up Wash Face/Brush Teeth Shower/apply deodorant Comb hair Get Dressed Make/Eat Breakfast 	<ul style="list-style-type: none"> Turn off alarm Get up and use the bathroom Wash hands and face Brush teeth (with toothpaste) Take a shower Wash body (use soap & water) Shampoo hair & condition hair Rinse Dry body with towel, apply deodorant Lotion body (optional) Put on clean clothes Comb Hair (use comb/brush; not fingers) Make Breakfast Start Day 	<p>START TIME: 8:00 AM</p> <p style="text-align: center;">↓</p> <p>END TIME: 9:30 AM</p>
<p>AFTERNOON</p> <ul style="list-style-type: none"> Make/Eat Lunch Complete homework Suggest 2 hours of screen time Suggest 1 hour of exercise Call/Text a Friend 	<ul style="list-style-type: none"> Make lunch (sandwich, salad, etc) Wash dishes used (plate, fork, knife, etc) Complete homework for the day (or plan ahead) Enjoy leisure time Work out--take a walk, go for a swim, etc Plan a social outing with a friend Movie Lunch Shopping Get creative! 	<p>START TIME: 12:00 AM</p> <p style="text-align: center;">↓</p> <p>END TIME: 4:00 PM</p>
<p>EVENING</p> <ul style="list-style-type: none"> Make/Eat dinner Suggest 2 hours of screen time (or leisure time) Brush teeth Shower Put on clean pajamas Put dirty clothes in hamper Get ready for bed 	<ul style="list-style-type: none"> Wash dishes used (pan, bowl, fork, knife, etc) Relax for the evening Read a book Play a game Watch a movie Take a shower Wash body (use soap & water) Shampoo hair & condition hair Rinse Dry body with towel, apply deodorant Lotion body (optional) Put on clean clothes Comb Hair (use comb/brush; not fingers) Put dirty clothes in hamper Hang wet towel on rack 	<p>START TIME: 6:00 PM</p> <p style="text-align: center;">↓</p> <p>END TIME: 9:00 PM</p>

* This task analysis is a template of a basic routine, specific times are suggested to be made on an individual basis/need.