

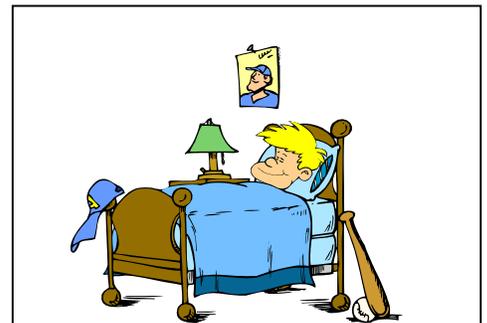
TASK ANALYSIS WORKSHEET

Rationale: Children with ADHD may be overwhelmed by tasks that seem to require too much effort or skill. Moreover, children with ADHD often are unable to coordinate the sequential steps that comprise a complex task. A task analysis is a technique that breaks a complex or difficult task into its component parts. By doing so, a complex task may be converted into a more manageable task for children with ADHD. This provides the child with a sense of achievement and success as the child masters each of the component skills that comprise the integrated skill.

By breaking a difficult task into a series of more manageable tasks, both the child and parent/teacher will feel less overwhelmed. A task analysis helps to redirect attention to gradual improvement (rather than to ultimate goal attainment) and thereby encourages feelings of success instead of failure.

Performing the Task Analysis

STEP 1	Think carefully about the task that the child must perform. List all of the steps needed to complete the tasks on paper.
STEP 2	Arrange these steps in sequential order from first to last.
STEP 3	Record these steps on a chart for the child. Keep the chart simple, but colorful and interesting.
STEP 4	Inspect the chart with the child. Identify (perhaps by using a plus sign and minus sign) the steps that the child already does well and those that need improvement.
STEP 5	Identify the problem area that occurs earliest in the sequence. Select that step as the first target behavior for the child to learn.
STEP 6	Model that skill to ensure that the child understands and is capable of performing the task. When you are certain that the child understands the expectations, require the child to perform that behavior on a daily basis. Provide a daily reinforcement for successful completion of that task.
STEP 7	Continue to monitor and reinforcement that behavior. When the child has demonstrated mastery of that step (at least a 90% success rate for two weeks), proceed to the next problem step that you identified on the chart (see step 4). Model that behavior to ensure that the child is able to perform it correctly.
STEP 8	Provide a daily reinforcement for successful completion of both of the target behaviors. Continue reinforcing successful completion of the two steps until mastery is achieved.
STEP 9	Repeat the process until you have modeled and reinforced all of the problem behaviors identified in step 4. Continue the program until the child has demonstrated mastery of the entire sequence of behaviors with a success rate of at least 90% over several weeks.



Example of a Task Analysis

Carl is a 9-year-old child with ADHD who has great difficulty getting ready for school on time. Carl's mother is beginning to dread each morning, as she and Carl seemed destined to repeat the same conflicts and arguments each day. In spite of his mother's efforts, Carl does not appear to be making any progress. Carl's mother decides to perform a task analysis and to teach and reinforce each component skill until Carl is able to successfully integrate the entire set of subskills.

Task Analysis for Carl's Morning Routine

- set the alarm clock
- get out of bed within one minute after the alarm rings
- get undressed
- complete grooming activities (brush teeth, hair, wash hands and face)
- pick out clothes for the day
- get dressed
- eat breakfast
- perform morning chores (feed the dog)
- gather school materials for the day (lunch, backpack)
- catch the school bus on time

A digital timer is often useful in constructing such a program. The timer may be used to set limits for the completion of each subskill(s) to ensure that the task is completed within a reasonable time limit.