Task analysis data sheet

Break a skill into steps and score each step each session, so you teach only the steps that are missing.

1. Write one step per row: something you could see, starting with a verb.
2. Say the instruction once. Mark + if the step was done alone, – if it needed help or didn't happen.
3. Score = + steps ÷ all steps × 100, in the bottom row.
4. Stopping at the first – is the single-opportunity way; doing the step for them and going on is the multiple-opportunity way.

Learner (initials or a code) _____ Skill _____ Instruction, said once _____

Chaining (circle): forward · backward · total task

Step	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
% alone										

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