

Task Analysis: A Step by Step Approach

Children with ADD/ADHD have a difficult time completing activities. Activities that are complex or multi-step are especially hard for them. One means of helping them complete activities is to break activities into “bite-size” pieces. This allows them to master one task at a time until the activity is complete.

Task analysis is a process that will help you to break down activities into these bite size pieces. In this process, you take an activity and break it down into small tasks. The tasks are then taught one at a time until completed. For example, a task-analyzed cookie baking project might be broken down into these tasks:

1. ____ Wash hands thoroughly.
2. ____ Read and practice using measuring cups.
3. ____ Read and practice using measuring spoons.
4. ____ Set oven temperature and safe use of oven
5. ____ Identify each ingredient and measure it using appropriate cup or spoon.
6. ____ Name and use each needed utensil and baking item.
7. ____ Name and use appropriate blending process.
8. ____ Count and divide the cookies.

Each step could be furthered broken down if needed. For example, naming the ingredients could be a step separate from measuring the ingredients.

The task list could also be written in the form of a checklist and the child can check off each skill as it is mastered. In this way, the child will see that s/he is making progress and achieving results.

Step by Step: Task Analysis

Learning Center Instructions

1. Read the accompanying background information, “Step by Step: Task Analysis”.
2. Choose one of the four activity descriptions (preferably one that has not been used and posted on the wall).
3. Analyze the tasks in the description.
4. List the activity steps on a piece of flipchart paper using felt pens.
5. Tape your analysis on the wall.

ALTERNATIVE: Instead of using one of the activities provided in the learning center, (step #2), choose an activity that you currently use in your center. Complete Steps #3-5.

Supplies for Your Use:

1. Copies of “Background Information”.
2. Four activity descriptions.
3. Flipchart paper, pens and tape