




TASK ANALYSIS CHEAT SHEET

Remember these helpful hints in order to make a task analysis for any complex behavior chain!

1. Identify the task.
2. Perform the task yourself, or observe a student completing the task.
3. Break down the steps.
4. Put the steps together visually or in writing.

**Remember to be
Student Specific!**

Examples of Task Analysis for Common Tasks

 Writing an Essay	 Getting a Hot Lunch	 Morning School Routines
<ol style="list-style-type: none"> 1. Pick a topic 2. Google topic for 10 minutes 3. Write down five facts about the topic on a separate sheet 4. Write the title 5. Using a guide, write your introduction sentence 6. Write three middle sentences 7. Write a conclusion 8. Spell check 9. Review 	<ol style="list-style-type: none"> 1. Get school ID 2. Stand in line 3. Walk to lunchroom in line 4. Pick out hot lunch option from lunch line 5. Give school ID to lunch worker 6. Bring food to table and enjoy! 	<ol style="list-style-type: none"> 1. Hang up backpack 2. Take out homework folder 3. Take out materials 4. Bring homework folder and materials to desk 5. Take out finished homework and turn in to teacher 6. Take out silent reading book 7. Read for 5 minutes quietly

Check out <https://goblin.tools/> for a helpful website on how to break down any complex skill and create a task analysis!