

Task Analysis Worksheet

PART ONE

Number the steps in the proper sequence in order to make a peanut butter sandwich.

- _____ Take two pieces of bread out of the bag and put on plate.
- _____ Remove the lid from the jar of peanut butter.
- _____ Eat the sandwich.
- _____ Spread peanut butter on one slice of bread.
- _____ Twist the twist off tab on the bread bag to open the loaf.
- _____ Take a knife from the drawer.
- _____ Put two pieces of bread together to make a sandwich.
- _____ Use the knife to remove peanut butter from the jar.
- _____ Take a plate from the cupboard.
- _____ Remove the loaf of bread from the refrigerator.
- _____ Wash the dirty knife and plate and put them back where they belong.
- _____ Remove the jar of peanut butter from the refrigerator.

PART TWO

Make a list of the things you need to do in order to write and mail a letter. Do not forget to include things like:

- Getting a pen or pencil
- Writing on paper with the writing instrument
- Taking an envelope from the box
- Placing a postage stamp on the envelope
- Taking a blank sheet of paper from the desk
- Writing the name and address on the envelope
- Mailing the letter at the post office
- Placing the blank sheet of paper in front of you
- Folding the letter and inserting it in the envelope