



Daily Living

Completing a Work Chore List

Objective

Teach the student to complete a chore list related to work tasks.

Supplies

List of chores, supplies to complete chores

Teaching Steps

Step 1: Teach the student to complete two tasks on a chore list.

Step 2: Teach the student to complete three tasks on a chore list.

Step 3: Continue to teach the student to complete additional tasks on a chore list.

Next Steps

Continue to introduce additional work chores from the list of Sample Skills to Teach.

Generalization

- Have the student complete a work chore list in a different setting.
- Add additional chores to the list.
- Take away the list and see if the student can complete the chores without the list.

Exercise

1. Write the names of the chores to be completed on a list.
2. Present the chore list and give the instruction, "Please do your office chores."
3. To help the student respond correctly, stand behind the student and prompt by guiding him to point to the first chore on the list.
4. Initially, say the name of the chore out loud as the student points to the task (e.g., say, "Water the plants").

5. Guide the student to complete the task and return to the schedule to point to the next task on the chore list.
6. Periodically provide rewards such as small snacks or tokens for completing components of the tasks independently.
7. When the student completes the chore list, provide verbal praise (e.g., "Thank you for watering the plants!"), and offer a reward such as a toy or snack.
8. Gradually remove prompts, no longer say the name of the task, and fade your distance until the student is able to respond independently (i.e., without your help).
9. Provide more/better rewards when the student responds correctly with less guidance, and the best rewards when the student responds correctly without guidance.
10. As the student is completing the chore list independently, add additional chores to the list.

Error Correction

Provide manual prompting to complete the chore or part of the chore.

Other Prompting Procedures

- Provide a video model of the chore to be completed for the student to observe and imitate.
- Provide the least amount of prompting necessary.

Troubleshooting

Problem: The student consistently completes one of the chores incorrectly.

Solution: Remove this chore from the list for a while and provide extra teaching on the chore the student is struggling with (e.g., if the student is consistently having trouble spraying a table, provide practice in spraying the table until the student can do it independently).

Problem: The student complains while doing the



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chore list.

Solution: Have the student choose a reward before beginning the office chores and write the name of the reward at the end of the chore list. Periodically remind the student what he will earn for completing the chore list independently.

Helpful Hints

- Allow the student to choose the tasks he would like to complete and the order in which he will complete them.
- Teach the student to request praise at the end of some tasks by prompting him to ask you how he did (e.g., prompt the student to say, “How does the book shelf look?” after organizing the book shelf).

Sample Skills to Teach

1. Vacuum floors
2. Arrange book shelf
3. Make coffee
4. Dust surfaces
5. Organize files
6. Deliver interoffice mail
7. Empty trash
8. Take out recycling
9. Refill supplies (e.g., tissues)
10. Staple papers
11. Collate material