



Work System Planning Worksheet		
Key Questions:	Describe or draw	Restructure
What Work? (Form/Cues): <input type="checkbox"/> No cues <input type="checkbox"/> Matching <ul style="list-style-type: none"> <input type="checkbox"/> Color <input type="checkbox"/> Shape <input type="checkbox"/> Numbers <input type="checkbox"/> Photo (TOBI, black & white, color) <input type="checkbox"/> Line Drawing (black & white, color) <input type="checkbox"/> Words <input type="checkbox"/> Written Instructions		
How much work? (Organization and sequence): Number of Tasks _____ <input type="checkbox"/> No sequence <input type="checkbox"/> Left-to-right <input type="checkbox"/> Top-to-bottom <input type="checkbox"/> List		
When is the work system finished? (Tracking progress and understand when finished): <input type="checkbox"/> Tasks disappear <input type="checkbox"/> Cues disappear <input type="checkbox"/> Mark off		
What is next? (Transition to where/what): <input type="checkbox"/> Specific activity/item <input type="checkbox"/> Area <input type="checkbox"/> Choice board <input type="checkbox"/> Check schedule		
Additional items needed for work system: <input type="checkbox"/> Movement while working (i.e. tasks within reach, individual “stretches” or walks a short distance, individual gathers materials from various locations) <input type="checkbox"/> Movement after each task (i.e. “finished location is within easy reach, individual “stretches” or walks a short distance to reach the “finished” location, individual turns in completed work at specific times and locations) <input type="checkbox"/> Other _____		

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