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**ABA Task Analysis Checklist**

This segmented checklist organizes your ABA task analysis process into five core categories, Observation & Planning, Chaining Method Selection, Data Tracking & Maintenance, Generalization Strategies, and Team Communication & Training. Use this to create high-quality, client-centered skill programs.

# **Observation & Planning**

☐ Identify the overall goal of the task (e.g., brush teeth, make a sandwich)

☐ Define the task using observable, measurable terms

☐ Observe a peer or skilled individual performing the task

☐ List every action in order from beginning to end

☐ Break each step into its smallest teachable unit

☐ Determine the baseline skills of the client

☐ Include environmental setup steps if necessary (e.g., gather materials)

☐ Include social or verbal cue responses in the steps if needed

# **Chaining Method Selection**

☐ Choose the chaining method: Forward, Backward, or Total Task

☐ Use consistent formatting for all task analyses across learners

☐ Indicate mastery criteria for each step

☐ Pilot the task analysis and refine based on learner performance

# **Data Tracking & Maintenance**

☐ Record prompt levels for each step (e.g., full, partial, gestural)

☐ Attach to data collection sheet or digital tracker

☐ Schedule a periodic review/update of the task analysis

☐ Add maintenance plan (e.g., check in weekly, fade prompts)

# **Generalization Strategies**

☐ Add generalization notes (e.g., can this be done at school, home?)

☐ Print and laminate for session use (if applicable)

# **Team Communication & Training**

☐ Review the sequence with other team members for accuracy

☐ Train all staff working with the learner on this task analysis

☐ Store securely in the learner’s ABA binder or case file

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