
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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