**TEACCH Checklist for Individualization of Work System**

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| **Form of Representation** | **Date** | **Notes** |
| Actual tasks arranged Left-to-Right |  |  |
| Match visual symbols (colors, shapes, numbers, letters, etc.) to containers (baskets, files, etc.) holding tasks to select assignments. |  |  |
| Matches words on cards to containers holding tasks to select assignments. |  |  |
| Follows written list to select assignments. |  |  |
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| **Sequencing** |  |  |
| All tasks are available to the left of the student to complete in any order. |  |  |
| Complete tasks in order by motor pattern (left-to-right or top-to-bottom). |  |  |
| Completes tasks in order by following sequence of visual cues (arranged left-to-right or top-to-bottom) that match to task containers. |  |  |
| Completes tasks in order by following a written list. |  |  |
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| **Concept of Finished** |  |  |
| Materials “disappear into a container on right side. |  |  |
| Materials are placed on shelf or table on right side. |  |  |
| All visual symbols are gone from work system and matched to assigned task containers (ignoring extra “distracter” tasks on shelf.) |  |  |
| All visual symbols on work system are turned over as tasks are completed. |  |  |
| All items on list are marked/checked off as tasks are completed. |  |  |
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| **Length** |  |  |
| 1 task assigned in time allotted. |  |  |
| 2 tasks in time allotted. |  |  |
| \_\_\_\_ tasks in time allotted. |  |  |
| Time allotted is less than 5 minutes. |  |  |
| Time allotted is 5-10 minutes. |  |  |
| Time allotted is 10-15 minutes. |  |  |
| Time allotted is \_\_\_\_\_\_\_\_\_\_\_\_. |  |  |
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| **Mobility** |  |  |
| No out-of-seat to complete work routine. |  |  |
| 1 or 2 steps to get and/or replace tasks, all within clear view from seat. |  |  |
| Several steps to get and/or replace tasks, moving past distracters. |  |  |
| Moves to various locations around the room to get and/or replace task or needed materials. |  |  |