

Focus on Transition Task Chart

Name of Task

Date of Completion & Percentage of Success

HOME AND WORK

Providing personal information					
Preparing daily, weekly, and monthly schedules					
daily planning					
daily and weekly schedules					
monthly planning					
Completing a weekly time card					
Planning meals and menus					

MAIL AND CORRESPONDENCE

Using common abbreviations					
Addressing envelopes					
Sorting mail					
Writing letters					
thank you notes					
invitations					
personal letters					
business letters					
letters of complaint					

HEALTH CARE

Making appointments					
Understanding prescriptions					
Reading medical statements					
Completing medical information forms					
Understanding managed-care options					
Identifying first-aid procedures					

ENTERTAINMENT CHOICES AND WORD GAMES

Identifying entertainment preferences					
Making entertainment choices and ordering tickets					
Playing word games					

PRINT MEDIA

Subscribing to magazines					
Finding information in indexes					
Locating information in the newspaper					
Reading newspaper articles with comprehension					
Using reference materials					
Using directories					