INDIVIDUALIZATION of WORK/ACTIVITY SYSTEMS

Individual's First Name: _____   **Age**: _____

COMPONENTS	INDIVIDUALIZATION of COMPONENTS *Circle and Describe*
FORM: the level (format) of the visual cue that indicates **what work** and **how much work** the individual is expected to complete *Does the individual get the correct task/activity?*	• *Written words* • *Written word cards* • *Pictures (with or without written words)* • *Work/activities*
ORGANIZATION: The **sequence** (if any) the individual follows to complete the assigned work/activities *Does the individual complete the tasks/activities in the designated sequence?*	• *Written list* • *Written cards/pictures arranged top to bottom* • *Written cards/pictures arranged left to right* • *No sequence*
TRACK PROGRESS: The method the individual uses to manage their work system to know when the work/activity is **finished**. *Does the individual manage their work system, tracking progress until the session is finished?*	• *Check (mark) off* • *Cues disappear (match to corresponding work)* • *Work/activities disappear (moved from original start location)*
TRANSITION TO WHERE/WHAT HAPPENS NEXT: The **next** location/activity that the individual will go (do) when the work/activities are finished. *Does the individual transition to the "what's next" activity at the end of this work system?*	*Transition to at the end of this work system* • *schedule* • *choice* • *activity-area*
Other Considerations	
LOCATION: the location of the work/activities in relation to the individual's seat or work area *Does the individual need to leave their seat (work area) to retrieve the work/activities/materials?*	• *Travel to multiple locations to gather materials for activity* • *Travel to one central location to retrieve the work/activities* • *Remain in seat to retrieve the work/activities*
PLACEMENT OF FINISHED WORK/ACTIVITY: the location where the individual places the completed work/activity *Does the individual place their completed work/activity in the designated location?* **(The individual should not take apart their completed work.**)	*Finished work/activity is:* • *re-shelved back to original location* • *different shelf/location from where work was originally located* • *finished basket/bin*
Are the individual's **INTERESTS** Incorporated into the work system? Describe.	