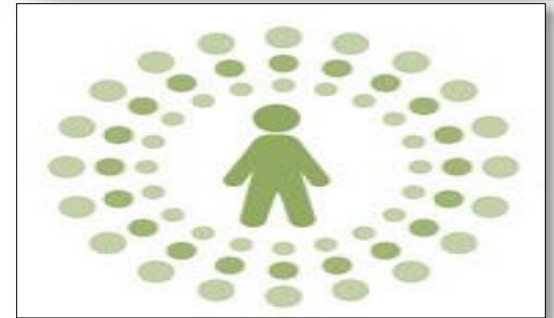


Independent Living Skills Checklist



SLEEP



SLEEPING

- Goes to bed at appropriate times
- Wakes self in the morning
- Sets and uses an alarm clock
- Monitors sleep environment and removes distractions

ORGANIZATION



ORGANIZATION

- Leaves early to ensure prompt arrival
- Uses a daily/weekly calendar system
- Uses phone alarm or other technology for reminder systems
- Designs and maintains a daily/weekly/monthly cleaning routine
- Uses lists/charts to follow:
 - Personal Hygiene
 - Evening Routine
 - Morning Routine
 - Housecleaning Chores – Daily & Weekly

SAFETY



SAFETY

- Knows how to exit apartment/home in event of emergency
- Knows when and how to make calls for emergency services
- Uses an ATM in safe & well lit areas
- Ensures all windows and doors are locked and secure
- Does not allow strangers inside their home/apartment
- When walking in the evening, avoids using cell phone or listening to music to stay alert
- Turns off stove after use
- Basic first aid skills or knows when to seek additional assistance

MEAL PLANNING & KITCHEN SKILLS



Meal Planning

- Maintains appropriate amount of food at home
- Discards old/expired food
- Follows a shopping list
- Purchases seasonal fruits and vegetables
- Can read ingredients on a label
- Compares prices
- Checks local papers for specials and coupons
- Follows proper table manners

Food Preparation

- Can prepare 3 breakfast, lunch and dinner items for self
- Thaws frozen food in time for meal preparation
- Can follow a recipe
- Safely handles knives and other kitchen implements
- Is familiar with safe handling practices and risk of cross contamination
- Washes fruits and vegetables before eating them
- Washes hands before meal preparation
- Takes note of expiration dates on perishable items
- Can preheat the oven and uses pot holders for safe handling

Kitchen Cleanup

- Cleans prep and dining area after eating
- Scrapes, rinses, and places dirty dishes in dishwasher after eating
- Loads the dishwasher
- Follows steps to run the dishwasher
- Stores clean dishes in designated areas
- Stores food in covered, sealed containers

PERSONAL HYGIENE



Personal Hygiene

- Brushes teeth at least twice daily
- Flosses teeth on a regular basis
- Washes face at least once daily
- Showers daily & uses shampoo & soap
- Maintains appropriate nail length and keeps nails clean
- Shampoos hair minimum of twice weekly
- Gentleman shave facial hair or keep it appropriately trimmed
- Combs hair & recognizes when to get a haircut
- Uses deodorant daily
- Uses system to organize and adhere to medication regime
- Knows how to refill prescription medication
- Knows height, weight and date of birth
- Uses appropriate terms to discuss with a doctor illness such as headache, sore throat, etc.
- Knows how to reach medical providers
- Has a basic understanding of common ailments such as colds or flu etc.
- Can read a thermometer

HOUSEHOLD UPKEEP



Household Upkeep

- Make bed daily
- Changes bed linens regularly
- Checks that all lights and appliances are off before leaving
- Can locate breaker box in the residence
- Resets breaker when there is a power outage
- Adjusts thermostat before leaving for energy conservation
- Takes trash out, as needed
- Replaces trash can liners
- Recycles aluminum, plastic and paper in appropriate containers
- Adheres to established cleaning schedules
- Disinfects countertops, stovetop, light switches, drawer and door handles
- Sweeps and mops floor
- Wrings out dish towels and sponges and hangs to dry
- Cleans shower to prevent soap scum and mildew
- Gentlemen lift toilet seats and lower when finished
- Uses disinfectant wipes to wipe down surfaces
- Knows how to use a toilet plunger
- Can change light bulbs, batteries, etc.

LAUNDRY



Laundry

- Operates washer and dryer
- Sorts clothes by color
- Washes clothes weekly
- Selects proper water temperature for different fabrics
- Selects appropriate drying cycle
- Cleans lint screen after each drying cycle
- Folds clothes & stores them promptly
- Irons clothes as needed, using appropriate setting
- Stores clothes in designated areas

FINANCIAL



Financial

- Pay bills by mail, online or in person
- Logs funds in checking & savings account
- Knows account balance
- Distinguishes between credit and debit
- If writing checks, logs each check in check log
- Uses calculator to ensure accurate account information
- Compares bank statements to check log to ensure accuracy
- Knows social security number and when to use it

MOBILITY /COMMUNITY



Mobility/Community

- Knows public transportation fare and keeps pass or sufficient change on hand
- Researches a public transportation route and prints schedule or itinerary
- Purchases a public transportation pass
- Knows location of public transport stop and proximity to destination
- Arrives at stop 10 minutes prior to scheduled bus/train arrival
- Requests a transfer, as needed
- Can use phone book or online resources to get a cab or shuttle
- Can utilize public services such as the post office and bank
- Knows how to access polling place and vote

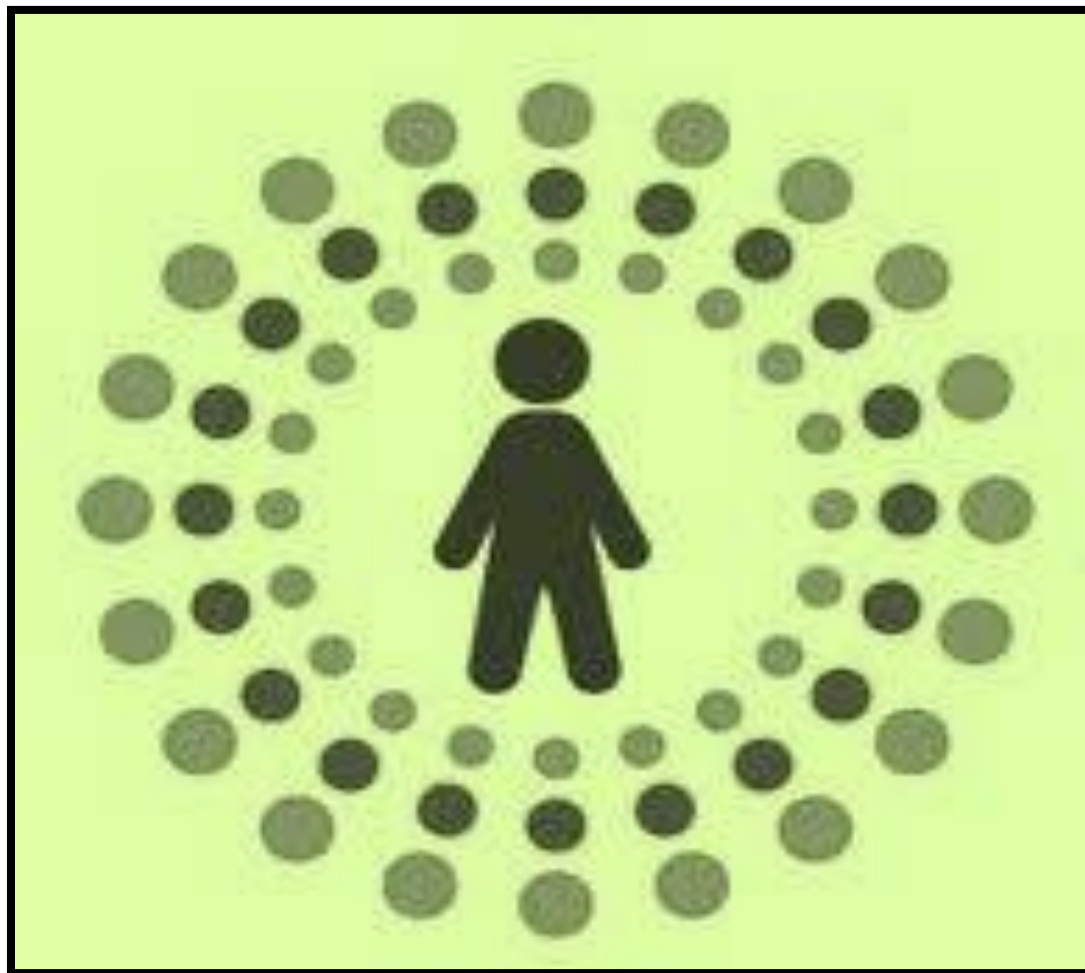
ESSENTIAL SOCIAL SKILLS



Essential Social Skills

- Introducing yourself
- Waiting your turn
- Accepting “no” for an answer
- Interrupting appropriately
- Joining a group/conversation
- Can appropriately plan a leisure activity
- Keep a schedule for and of desired events

Self-Advocacy



Self-Advocacy

- Can articulate basic facts about learning difficulties or disability
- Understands basic concepts of self-advocacy
- Understands rights and responsibilities of accommodations
- Understands appropriate time for disclosure
- Can leave appropriate voicemail messages
- Can write/dictate and send emails

