Activity Level	Time Awareness and Management	Environmental Awareness and Management	Interpersonal Awareness and Management
Level 1 *Initiating the* *Next Step*	Initiates next step on printed checklist Uses message device for next step States time when asked Moves to next step when alarm sounds Counts exercises or task repetitions Looks for clock/watch Knows day/date/year Uses picture checklist Completes one step tasks Looks at clock, but doesn't act Works at normal speed Perseverates during tasks Impulsive	Scans for items within reach Attends to task in distracting room Finds alarm and turns it off Looks for checklist of tasks Transfers safely Identifies task materials on tabletop Finds clipboard holding checklist Carries clipboard to next task Presses message button for next step Listens to message for next task Presses again to repeat message Pushes correct button to silence alarm Locks brakes to transfer Unbuckles seat belt to transfer Moves footrest before transfer	Reads simple *typed* words or numbers Follows one-step verbal instructions Responds to name when called Emotionally labile Answers question when asked Reads handwritten words or numbers Slow to follow directions Looks to family for help Inconsistent awareness of names Flat affect Passive Distractible Inhibits responses

Activity Level	Time Awareness and Management	Environmental Awareness and Management	Interpersonal Awareness and Management
Level 2 *What* *Time is It?*	Initiates next task at correct time Monitors clock during tasks Stays on task until completed Checks time when alarm sounds Completes all steps in *related* task Reads checklist to view next task Asks to know next task on checklist Completes simple task without help Reads analog time Reads digital time Listens to talking watch for time Operates talking watch Counts reps while exercising Counts items when performing tasks Estimates time blocks	Scans for items within room Returns to task if interrupted Keeps checklist within reach Scans area before starting out Walks/propels safely Recalls locations within room Goes to locations when directed Takes timer or alarm to next task Recalls names of rooms Listens to message for next task Takes message device to next task Presses device buttons in sequence	Reads simple written phrases Initiates greeting others Recalls names of *familiar* persons Responds with appropriate emotion Looks at others when talking Slow comprehending phrases Slow comprehending verbal instructions Says person's name before addressing Recalls therapist's name Talks on phone Uses call button for assist

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Activity Level	Time Awareness and Management	Environmental Awareness and Management	Interpersonal Awareness and Management
Level 3 *Looking* *Around* *the Room*	Starts/stops tasks on time	Navigates to multiple places in room	Follows simple written directions
	Identifies correct date on calendar	Carries checklist from task to task	Initiates communication
	Understands printed time schedule	States current location when asked	Recalls names of *unfamiliar* persons
	Uses alarm to switch tasks on time	Returns to start point in same room	Controls emotions
	Completes series of *related* tasks	States next destination when asked	Appropriately addresses others
	Records time after completing task	Recall items in cabinets, closets	Requires instructions from others
	Initiates moving to next location	Uses simple floor plan to navigate	Needs reassurance to continue work
	Uses calendar	Reads signs in environment	Uses phone if directed
	Carries out basic ADL routines	Identifies places by name	Introduces friends/family
		Notices obstacles in path	Recalls tasks from previous sessions
			Easily distracted by others talking

Activity Level	Time Awareness and Management	Environmental Awareness and Management	Interpersonal Awareness and Management
Level 4 *Follow a* *Time* *Schedule*	Follows time schedule accurately	Navigates to rooms in same area	Solves simple word problems
	Consistently checks clock	Recalls items in adjacent rooms	Communicates ideas clearly
	Aware of being off schedule	Recognizes/states when lost	Aware of errors, but doesn't correct
	Sets own alarm if needed	Returns to start from different room	States some deficit areas
	Completes a series of *unrelated* tasks	Navigates by written/verbal directions	Initiates using phone to make call
	Needs form to write schedule	Often uses trial & error to find way	Accurate on manual calculations
	Understands time schedule rules	Can only navigate a sequenced route	Needs extra time for problem solving
	Checks schedule during session	Finds way back to entrance	Operates calculator for simple math
	Difficulty shifting between tasks	Finds way between therapy sessions	Addresses people by name
	Difficulty finishing tasks on time	Knocks before entering rooms	Dependent on other's guidance
	Recalls any unfinished tasks on list	Crosses off completed tasks	Able to vary from established plan
	Can proceed only if following list	Recalls directions without notes	Builds items from diagrams
		Arranges items alphabetically	
		Arranges items numerically	
		Puts items away when done	
		Spreads out task materials for clarity	

	Time Awareness and Management	Environmental Awareness and Management	Interpersonal Awareness and Management
Level 5 Beyond the Room	Arranges tasks according to number	Navigates on same floor of building	Initiates asking for help when needed
	Attends to time while navigating	Keeps track of personal belongings	Takes notes when told
	Writes schedule when dictated	Keeps task materials separated	Clarifies instructions before starting
	Crosses off tasks when finished	Aware of safety during complex ADL	Denies or argues about performance
	Completes *complex* multi-step tasks	Uses floor plan/map to navigate	Uses phone/computer to get info
	Schedules time critical tasks first	Stops, scans area before proceeding	Asks others when confused
	Attempts to estimate time for tasks	Lost when moving between floors	Confabulates to deny problems
	Reads entire schedule before starting	Attends to floor number in elevator	Needs reassurance to make choices
	Looks for clock when without watch	Attends to landmarks	Asks random people for help
	Does easier tasks 1st to get more done	Notices when backtracking	Keeps notes organized
	Combines tasks along route	Looks up from map when walking	Writes notes legibly
	Able to vary from checklist	Turns off stove when cooking	Separates answers from scratch work
		Lays out parts prior to assembly	Keeps most relevant paper on top
		Keeps assembly parts separated	
		Turns map to stay oriented	
		Checks map often to stay oriented	

	Time Awareness and Management	Environmental Awareness and Management	Interpersonal Awareness and Management
Level 6 Organize the Therapy Hour	Creates a time schedule for session	Navigates multi-level building	Finds appropriate people to ask
	Estimates time needed for each task	Oriented using map	Spontaneously initiates taking notes
	Aware of elapsed time during tasks	Keeps workspace organized	Highlights details of written instructions
	Arranges tasks according to time limits	Avoids back tracking between places	Recognizes/corrects errors
	Completes tasks at normal speed	Uses signs to navigate	Follows complex instructions
	Outlines plan before starting	Reads/looks at signs along the way	Asks for help appropriately
	Numbers tasks to stay in sequence	Follows route back to start	Lists info in chart format
	Plans route according to time limits	Makes notes for finding his way	Writes notes from phone call
	Avoids repeating steps of tasks	Labels parts during disassembly	Carries out all steps of familiar tasks
	Combines tasks to save time	Stacks papers neatly while working	

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	Time Awareness and Management	Environmental Awareness and Management	Interpersonal Awareness and Management
Level 7 *Out the Door*	Schedules interleaving tasks	Navigates in familiar community	Enters appointments in planner
	Prioritizes tasks by time	Uses map to find unfamiliar places	Includes key info when taking notes
	Manages overlapping tasks	Aware of safety hazards on outing	Anticipates consequences of actions
	Revises time schedule as needed	Plans most efficient route at start	Evaluates own behavior
	Adjusts work speed to time limits	Uses landmarks to navigate	Accepts criticism of performance
	Aware of elapsed time on outing	Recognizes alternative routes	Recruits others if necessary
	Adheres to time limits	Oriented moving between buildings	Modifies behavior as needed
	Juggles multiple tasks	Walks on sidewalk	Asks before proceeding when lost
	Completes all tasks during outing	Safe crossing streets	Frequently refers to notes on outing
	Completes outing in allotted time	Looks for crosswalks	Attends to details in instructions
	Keeps daily planner handy	Obeys crossing signals	Asks before starting unfamiliar projects
	Adheres to daily planner	Looks for street signs	Reads entire assignment before starting
		Paces self to conserve energy	Carries out *familiar* complex projects
			Consults family before making appts

	Time Awareness and Management	Environmental Awareness and Management	Interpersonal Awareness and Management
Level 8 *Planning/* *Multi-Tasking* *Activities*	Creates time schedule for project	Navigates in unfamiliar community	Generates goals for self-improvement
	Multi-tasks to maximize time	Plans entire outing before starting	Finds alternative solutions to problems
	Uses daily/weekly planner effectively	Gathers all materials before starting	Uses compensation for deficits
	Estimates time needed for project	Identifies shortcuts during outing	Modifies behavior to match situation
	Completes project in time	Revises route if necessary	Spontaneously engages others
	Adjusts time as required	Uses GPS if necessary	Establishes plan for attaining goals
	Adheres to time limits	Revises plan for outing as needed	Finds details in articles, paragraphs
	Monitors progress on multiple tasks	Finds safest place to cross streets	Makes lists to organize information
	Schedules future appointments	Analyzes traffic patterns	Highlights key points of instructions
			Able to plan *unfamiliar* projects