



## **Personal Life Management Skills**

Time Management  
Decision Making  
Work Habits  
Work Materials Management  
Self Advocacy

Personal Life Management Assessment Tool

| Skill   | Emerging                 | Developing | Mastery | Generalization |
|---|--------------------------|------------|---------|----------------|
| <b>Time Management</b>  | <b>Enter Dates Below</b> |            |         |                |
| Uses scheduling tools such as calendars, agendas and visual schedules (finding dates, times and recorded information) |                          |            |         |                |
| Follows a schedule of tasks, duties and times (co-op placement schedule, visual schedule, being on time)              |                          |            |         |                |
| Creates and follows a sequence of tasks (jotting down homework, planning when to do it, completing it)                |                          |            |         |                |
| <b>Decision Making</b>  | <b>Enter Dates Below</b> |            |         |                |
| Recognizes that choices are available (preferred free time activities)  |                          |            |         |                |
| Makes choices and decisions (choosing between two toys, deciding what to make for lunch)                              |                          |            |         |                |
| Takes responsibility for his/her decisions (eating what one made for lunch even if one changes his/her mind)          |                          |            |         |                |



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| <b>Work Habits</b>  | <b>Enter Dates Below</b> |            |         |                |
| Maintains focus on a task to completion (colouring a picture, sweeping the entire floor)              |                          |            |         |                |
| Follow instructions (single or multi-step)  |                          |            |         |                |
| Seeks clarification or assistance as needed (asking the teacher for help when encountering obstacles) |                          |            |         |                |
| Works with a group (respecting others' opinions, providing input, helping others)                     |                          |            |         |                |
| Respects authority (following directions from EAs and occasional teachers)                            |                          |            |         |                |
| Follows rules in various settings (school, workplace, school grounds)                                 |                          |            |         |                |

Personal Life Management Assessment Tool

**NOTES**

(e.g. level of prompting, augmentative equipment, challenges, next steps)

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| <b>Work Materials Management</b>   | <b>Enter Dates Below</b> |            |         |                |
| Manages personal belongings (coming prepared, putting away, storing)   |                          |            |         |                |
| Manages others' belongings (borrowing from a friend, getting a dictionary, returning items)  |                          |            |         |                |
| Acts in a manner that ensures the safety of self and others in various settings (work boots, scissors, helmet)   |                          |            |         |                |
| <b>Self Advocacy</b>   | <b>Enter Dates Below</b> |            |         |                |
| Communicates critical information to an appropriate audience in order to facilitate success (strengths, challenges, medical conditions, learning style, goals)   |                          |            |         |                |
| Communicates various strategies or supports which would lead to increased success in a variety of situations (physical support, additional time, support people) |                          |            |         |                |
| Asks for help in an assertive manner (neither passive nor aggressive) in a variety of situations such as school, home and work placement                         |                          |            |         |                |
| Compromises in an assertive manner when it is appropriate in a variety of situations (modifying an assignment)   |                          |            |         |                |

Personal Life Management Assessment Tool

**NOTES**

(e.g. level of prompting, augmentative equipment, challenges, next steps)

*Continued...*

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|-------|--------------------------|------------|---------|----------------|
|       | <b>Enter Dates Below</b> |            |         |                |
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