



**Work System Checklist**  
**(Adapted from the National Professional Development Center, 2008)**

<b>Consideration:</b>	✓
Is time for independent, structured work included in the schedule? Is this amount of time appropriate for the student?	
Have the tasks been identified based on individualized assessments?	
Is the work area clearly defined?	
Is the furniture arranged so the student can work left-to-right (tasks on left, finished on right)?	
Is the finished box/area in place and identified?	
Are all extra materials and other distractions removed from student's view?	
Are the tasks already mastered?	
Is the work system and tasks set up prior to the student arriving at the area?	
Is the cue indicating the next activity in place and all materials ready to go prior to student arriving in the area	

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