

## The Assessment of Functional Living Skills - The AFLS®

### Organizational Skills (Continued)

TASK	SCORE	TASK NAME	TASK OBJECTIVE	QUESTION	EXAMPLE	CRITERIA	COMMENTS
OS 10	0 1 2 3 4 0 1 2 3 4 0 1 2 3 4 0 1 2 3 4	Schedules weekly, monthly, yearly events	Learner will use a calendar for planning personal activities on a daily, weekly, monthly and yearly schedule.	Does learner use a paper or electronic planner to keep track of important dates and scheduled activities and appointments?	Plans ahead for birthdays and holidays keeps track of scheduled appointments, transfers birthdays to next year's calendar, schedules a vacation or other trip, etc.	4= enters recurring events or transfers repeated information from the previous year's calendar into a planner for the upcoming year, 3= records specific events for the upcoming year in a planner, 2= records specific events for the upcoming week in a planner, 1= requires only verbal prompts to record specific events for the upcoming week in a planner	
OS 11	0 1 2 0 1 2 0 1 2 0 1 2	Plans for seasons and holidays	Learner will identify activities that would be appropriate in upcoming seasons and holidays.	Does learner plan ahead for activities that would be appropriate in upcoming seasons and holidays?	Makes plans for New Year's Eve, plans short trip for summer vacation, etc.	2= makes plans for activities for upcoming seasons and holidays, 1= make plans with input from others for possible activities for upcoming seasons and holidays	
OS 12	0 1 2 0 1 2 0 1 2 0 1 2	Manages schedule and commitments	Learner will plan a manageable daily and weekly schedule that doesn't result in learner being overcommitted.	Does learner avoid overcommitting to too many activities?	Declines to participate in an activity because has already too many things to do that day	2= manages schedule so as to have a reasonable amount of activities and not become over committed, 1= requires verbal prompts to consider how many tasks or activities can reasonably be done in a day	
OS 13	0 1 2 3 4 0 1 2 3 4 0 1 2 3 4 0 1 2 3 4	Allocates time to complete projects	Learner will allocate sufficient time to ensure timely completion of long term projects.	Does learner arrange schedule so as to allocate time to complete upcoming projects on time?	In charge of planning a party so schedules activities to ensure all aspects of the party are arranged in a proper timeframe, Is making a present for someone's birthday and purchases supplies in advance so will have everything necessary to complete the project on time, etc.	4= consistently allocates time and schedules individual tasks to complete long term projects on time, 3= requires only verbal prompts to ensure that adequate time is scheduled to complete identified project tasks on time, 2= identifies tasks necessary to complete an upcoming project, 1= requires only verbal prompts to identify tasks necessary to complete an upcoming project	
OS 14	0 1 2 0 1 2 0 1 2 0 1 2	Renewal of documents and services	Learner will manage the renewal of important documents, memberships, agreements, and services.	Does learner manage the renewal of important documents, memberships, agreements, and services?	Renews drivers license, monthly transit pass, lease to residence, insurance policies, magazine subscriptions, etc.	2= tracks the dates that documents, memberships, agreements and services that need to be renewed, and renews as necessary prior to expiration, 1= requires only verbal reminders to renew documents, memberships, agreements and services as necessary prior to expiration	