



Functional Tasks



PROJECT ACCESS

1. TASK BOXES

Task boxes are a great foundational and routine activity to have in your classroom. They are not intended to teach new skills but to create tasks based off of mastered skills and create independent work routines with learners. We base task boxes off of skills that are critical vocational skills such as matching, sorting, fine motor, assembly, packaging, filing and labeling.



Task Box Ideas List

Task Box Video Link

2. TASK CARDS

Task cards are another functional way to present tasks to learners whether it is teaching new skills or as independent practice. Click the categories below for links to examples and purchasing options!

Core Academics: [Early/Basic Skills](#), [Math](#) & [ELA](#)

[Activities of Daily Living](#)

[Pre-Vocational and Vocational Skills](#)

[Seasonal](#)

[Behavioral](#)



3. INDEPENDENT WORK BINDERS

Independent work binders are another great activity to have on hand in the classroom! These binders can work on any skill from sorting, matching, tracing, puzzles, categorizing, etc. You can create binders from anything ranging from errorless skills to categorizing by feature and from matching ABC's to sorting jobs and community safety signs. The opportunities are limitless!



REMINDERS

- These systems take time to develop and create
- The skill of using these systems must be TAUGHT
- The work systems are intended to promote independent work
- One person's trash is another person's treasure! You don't have to spend a ton of money. See what colleagues, friends and family are getting rid of and get creative. You can also purchase hundreds of task box materials at the Dollar Tree!

ADDITIONAL RESOURCES

- Project ACCESS can do an [in-person training](#) to assist with development of task box and independent work systems in your district! We look forward to working and learning with YOU!
- Fact Sheet about setting up Independent Work System in your classroom!
- Project ACCESS [Functional Classroom Tasks Workshop](#)
- Teachers Pay Teachers-[The Autism Helper](#)
- Teachers Pay Teachers-[Adulting Made Easy: Task box sets, Multiple choice task cards](#)
- Teachers Pay Teachers-[Especially Education](#)



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