



Task Analysis: Using a Calendar



Goal: The student will use a calendar to identify dates, days, and events.

Step	What to Do	Example / Visual																																																	
1	Find today's date. Point to the correct day on the calendar.	<table><tr><th colspan="7">June</th></tr><tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table> Today is June 11.	June							Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
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15	16	17	18	19	20	21																																													
22	23	24	25	26	27	28																																													
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2	Say the day of the week. "Today is Monday."	Monday Today is Monday.																																																	
3	Identify the month. "It is June."	June It is June.																																																	
4	Mark important events. Add stickers, drawings, or symbols for events.	<table><tr><td>1</td><td>2</td><td>★</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>😊</td><td>19</td><td>20</td><td>21</td></tr></table> ★ = Birthday ❤️ = Therapy 😊 = Field Trip	1	2	★	4	5	6	7	8	9	10	11	12	13	14	15	16	17	😊	19	20	21																												
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5	Check upcoming activities. "Tomorrow is swimming."	Today 11 Mon → Tomorrow 12 Tomorrow is swimming.																																																	
6	Cross off completed days. Mark each finished day.	<table><tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr></table> We crossed off the days that are done!	Sun	Mon	Tue	Wed	Thu	Fri	Sat	8	9	10	11	12	13	14																																			
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7	Use the calendar daily. Practice during morning routine each day.	<table><tr><th colspan="7">June</th></tr><tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>★</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td></td><td>16</td><td>17</td><td>😊</td><td>19</td><td>20</td><td>21</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table> We use our calendar every day!	June							Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	2	3	4	5	6	7	8	9	★	11	12	13	14		16	17	😊	19	20	21	29	30												
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Reinforce success with praise, stickers, or a preferred activity!

