



TACA's Functional Life Skills Checklist is a reference tool for parents. Not every skill listed will be useful or appropriate for your child.

Please work with your child, their teachers, and therapists to determine what skills to focus on.

More information on this topic, including ideas and strategies for how to teach a skill, can be found in the [“Life Skills”](#) article on our website.

self care

- Washes hands
- Brushes teeth
- Dresses self
- Dresses appropriately for weather
- Bathes self regularly
- Washes face
- Brushes and styles hair
- Uses deodorant
- Applies moisturizer (if needed)
- Shaves
- Applies makeup (if desired)
- Trims nails
- Keeps appearance neat and clean
- Makes appointment at a salon
- Sits through a haircut
- Explains the “look” they want to stylist
- Practices appropriate menstruation hygiene



time management

- Sets alarms or reminders on phone or other device
- Recognizes distractions and eliminates them
- Creates and follows a to-do list
- Estimates time needed for tasks/projects
- Prioritizes tasks
 - Do first/urgent
 - Do later/non-urgent
- Keeps a calendar
 - Doesn't over-schedule
- Correctly estimates time for travel
- Arrives on time or early for appointments



cooking

- Sets the table
- Puts groceries away
- Stores perishable food in refrigerator
- Checks expiration dates on food
- Knows the importance of good nutrition
- Prepares simple meals for breakfast, lunch, and dinner
- Uses kitchen utensils effectively and safely
- Handles hot items safely with oven mitts
- Uses kitchen appliances effectively and safely
- Follows simple recipes
- Knows which piece of cookware to use
- Cleans kitchen after use
- Plans a weekly menu
- Creates a grocery shopping list and buys items
- Knows where fire extinguisher is
- Recognizes and knows how to safely put out a grease fire



home management

- Takes out trash
- Sorts items into a recycling bin
- Makes bed
- Picks up clutter
- Dusts
- Uses a vacuum
- Sweeps and uses dustpan
- Loads and starts a dishwasher
- Washes dishes
- Puts dishes away
- Cleans bathroom
- Replaces the toilet paper roll
- Mops
- Washes windows
- Sorts clothes and does laundry
- Hangs up, folds, and puts clothes away
- Organizes drawers/closets
- Establishes and follows a regular cleaning routine
- Knows basic home maintenance skills or how to call a repairman
- Unclogs toilets (using a plunger)
- Uses a breaker box
- Knows where water shut-off valve is located and how to turn off water supply to house
- Uses basic tools effectively and safely



technology

- Uses a variety of phones to make calls and communicate
 - Cell phone
 - Landline
 - Text
 - Email
- Uses proper etiquette for different modes of communication
- Knows how to look up phone numbers to contact doctors, businesses, and service providers
- Understands Internet safety
- Performs Internet searches

health & safety

- Knows how to call a doctor to make an appointment
- Knows how to access crisis line
- Manages own medications/supplements
- Stays alert to surroundings when walking by self
- Recognizes an unsafe situation and leave
- Appropriately interacts with strangers
 - Does not give personal information
 - Does not invite inside house
 - Does not go anywhere with a stranger
- Fires
 - Knows how to appropriately respond to fire alarms in public settings
 - Knows what to do and can follow a home safety plan for fires
 - Knows how to use fire extinguisher
- Medical Emergencies
 - Recognizes a medical emergency and knows how to dial 911
 - Gives 911 operator appropriate information
 - Name
 - Address
 - Emergency
 - Performs basic first aid
- Knows what to do and follows a home safety plan for natural disasters
 - Tornado
 - Hurricane
 - Earthquake
 - Wildfire
 - Flood
- Knows how to identify and how to respond to a gas leak



money

- Recognizes and counts money*
- Makes change*
- Keeps track of wallet
- Makes transactions at a store
- Opens a bank account
- Makes deposits at the bank
- Uses a credit/debit card
- Writes checks
- Keeps track of purchases
- Reads monthly bank statements and reconciles purchases
- Understands balance (credit card/debit card)
- Identifies fraudulent charges
- Manages Online banking
- Uses mobile banking app
- Prioritizes needs vs wants
- Compares prices
- Creates a budget and sticks to it
- Budgets for unexpected expenses
- Understands the concept of saving money
- Identifies ways to save money
- Pays bills via check or Online payment
- Understands how loans, credit cards, and interest work
- Understands credit ratings

*Because most transactions now occur digitally, you decide if these are skills your child needs to learn.



self determination

- Understands own interests, strengths, and weaknesses
- Expresses preferences and opinions
- Speaks up for self
- Self-advocates
- Sets personal goals
 - Identifies steps for accomplishing goals
- Takes responsibility for own actions
- Makes informed decisions
- Proactively solves problems
- Engages in self-reflection



community

- Uses appropriate etiquette when out in public
- Is respectful of property and noise level
- Dining
 - Fast Food
 - Walks to counter and places order
 - Pays for food
 - Waits for food at counter
 - Finds an empty table
 - Clears trash from table when finished
 - Restaurant
 - Gives name to host and waits to be seated
 - Orders from a menu
 - Asks for refills or other needed items from restaurant staff
 - Finds seat after using restroom
 - Pays for food including tip
- Follows basic pedestrian safety
- Reads a map
- Uses public transportation safely
 - Pays bus/train fares
 - Knows the nearest stop to home, work, and stores
 - Reads bus or train schedule
 - Knows how to use ride sharing apps
 - Safely uses ride shares
- Understands risks of hitchhiking
- Uses proper etiquette and knows how to operate machines at a laundromat
- Locates and uses post office
- Knows how to contact utility companies
- Knows how to contact and use local government offices
 - Department of Motor Vehicles
 - County Clerk
 - Health Department
- Knows how to obtain a library card
- Knows how to obtain and renew a state ID
- Knows how to register to vote
 - Knows how to find a polling location



driving

- Fills car with gas
- Knows requirements for driver's license
- Knows and obeys traffic laws
- Possesses hand-eye coordination skills needed to drive safely
- Passes permit exam
- Passes driver's license test
- Remains calm and focused, even under stressful driving conditions
- Refrains from using cell phone or texting while driving
- Safely shares roadway with pedestrians, bicycles, and buses
- Reacts quickly to other drivers' actions
- Appropriately responds to road rage
- Understands process and how to respond if pulled over by police for traffic citation
- Understands steps to take if involved in a car accident
- Understands costs associated with car ownership
- Understands purpose of and maintains car insurance
- Knows the meaning of dashboard warning lights
- Knows how to contact towing company if car is not operational
- Performs basic car maintenance or knows how to call mechanic and explain car trouble
 - Regular oil changes
 - Rotate tires
 - Check fluids
- Can respond to a summons or pay a ticket if required



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