

Independent Living Skills Checklist

Calendar

- Uses an effective calendar system.
- Uses electronic alarms as reminder of appointments.
- Knows which appointments require advanced preparation.
- Keeps all important recurring occasions on calendar.
- Uses only one calendar.
- Checks calendar every night and every morning.
- Looks over the calendar for the week.
- Checks the calendar at the beginning of each month for major events.
- Makes next regular medical appointments at time of current appointment.
- Checks for medical or dental appointments for the month.
- Has a reminder in December to start thinking about getting taxes done.
- Puts vacations on calendar.
- Puts holidays on calendar.

Daily Living Skills

- Has a regular cleaning schedule for:
 - Teeth ___ Hair ___ Nails ___ Laundry ___ Bathroom ___
 - Bedroom ___ Kitchen ___ Refrigerator ___ Oven ___ Living Room ___
 - Dining Room ___ Den ___ Playroom ___ Closets ___ Porch ___ Yard ___
 - Deck ___ Car ___ Backpack ___ Purse ___ Satchel ___ Bookbag ___

Electronics Use

- Make sure the electronics are not in charge.
- Prevents addiction to electronics.
- Does not get addicted to online porn.
- Does not get stuck on a game.
- Checks to see if websites are not ethical or dangerous.
- Makes sure entire social life is not entirely on electronics.

- ___ Has a strict budget for electronics and games.
- ___ Does not allow use of electronics to cause fights with others.
- ___ Checks to see what feelings are occurring after getting off electronics.
- ___ Stays off websites that cause bad feelings.
- ___ Makes sure electronics do not cause anger.
- ___ Has learned how to manage anger caused by electronics.
- ___ Knows whether electronics are wasting a great deal of time.
- ___ Makes sure electronics do not interfere with getting chores done.
- ___ Makes sure electronics do not interfere with relationships.
- ___ Makes sure electronics do not interfere with your job.
- ___ Checks, answers, and clears up emails daily.
- ___ Checks, answers, and clears phone messages daily.
- ___ Checks, answers, and clears text messages daily.
- ___ Checks needed social media daily if necessary and responds appropriately.

Employment (Interview)

- ___ Gets help to prepare for the interview.
- ___ Makes sure resume is up to date and appropriately written.
- ___ Knows about what the company does before the interview.
- ___ Checks for reputation of company.
- ___ Find out how neurological disorders might impact the particular job being applied for.
- ___ Ask about salary and benefits if offered the job.

Employment (Job)

- ___ Dresses appropriately for the job.
- ___ Completes personal hygiene daily.
- ___ Asks for accommodations for disabilities once the job has started.
- ___ Understands what needs to be done to keep the job.
- ___ Learns what social skills need improvement to get along with boss and co-workers.
- ___ Comes early or on time to work consistently (early looks better).

- ___ Calls boss when sick or unable to come into work.
- ___ Has reliable transportation to job (reasonable commute by foot, car, bus).
- ___ Knows to not argue with the boss.

Financial

- ___ Pays bills once a week or the day they come in.
- ___ Has a folder to put bills into until paid.
- ___ Scans or files bills as paid into the correct folder.
- ___ Pays as many bills as possible through automatic payments.
- ___ Knows that credit cards are like loan sharks...everyone needs them but use with great caution and pay off amount due each month when possible.
- ___ Stores credit cards in an inaccessible place to use in an emergency but a place not easily accessible.
- ___ Knows social security number and keeps original card in safe deposit box or locked fireproof metal box.
- ___ Saves for an emergency.
- ___ Saves for taxes.
- ___ Spends less than is made.
- ___ Saves for retirement.
- ___ Creates a budget that includes bills, medical, savings, food, transportation fees, and socialization.
- ___ Follows budget and does not use money that is needed to pay bills for other purposes.
- ___ Learns to not eat out consistently to save money.
- ___ Knows that Amazon is not always the cheapest place to buy something.
- ___ Does not make big purchases without waiting 24 hours.
- ___ Remembers that you can return a purchase that was an impulse buy.

Food (Shopping)

- ___ Finds the best place for quality food at a good price that is close to home or work.
- ___ Creates a grocery checklist to use for shopping or ordering food that is regularly eaten.
- ___ Knows how to check ingredients on food labels.
- ___ Knows how to check prices to see what is the best buy.

- ___ Only goes shopping when not hungry.
- ___ Has a regularly scheduled grocery shopping day.
- ___ Buys fresh fruits.
- ___ Buys fresh vegetables.

Food (Planning)

- ___ Asks for help if meal planning is too hard.
- ___ Makes sure basic foods are in the house.
- ___ Cleans out refrigerator once a week.
- ___ Creates menus for the week's meals.
- ___ Finds recipes that are liked and starts a file of those recipes.

Food (Preparation)

- ___ Washes hands with soap and water before touching food to be prepared.
- ___ Knows/remembers how to thaw food safely ahead of time.
- ___ Checks to see what needs to be refrigerated after opening.
- ___ Washes fruits and vegetables before using.
- ___ Follows a recipe.
- ___ Makes sure knives are sharp and handled safely.
- ___ Uses a separate board for chicken products and makes sure nothing comes in contact with raw chicken products.
- ___ Knows to be careful with cross-contamination of foods, e.g., pork, chicken.
- ___ Checks expiration dates on foods before cooking/eating.
- ___ Checks to see if recipe calls for preheated oven.
- ___ Uses oven mitts to avoid burning hands.

Future Goals

- ___ Has a retirement account.
- ___ Has a savings account.
- ___ Has an emergency fund account.
- ___ Save up for a down payment to own a condo or house.

Hobbies

- ___ Has a physical group activity that is enjoyed.
- ___ Has a group meeting or activity that is liked.
- ___ Has a hobby that is liked and can be done at home when time is available.
- ___ Has a subject that you like to learn about.
- ___ Identifies a new/wanted skill to be developed.

Housing or Apartment Upkeep

- ___ Makes bed daily.
- ___ Changes bed linens once every week or at least every other week.
- ___ Turns off appliances and lights when leaving the house.
- ___ Locates the breaker box.
- ___ Lowers thermostat when gone for the day or has an automatic thermostat.
- ___ Has reminder on phone or calendar the day before the trash is picked up.
- ___ Takes out the trash on the day/night before it is picked up.
- ___ Replaces trash can liners.
- ___ Checks to see when county lived in picks up recycling.
- ___ Recycles what you can.
- ___ Disinfects countertops, stovetops, light switches, and drawer handles.
with non-toxic chemicals, e.g., disinfectant wipes that are non-toxic.
- ___ Sweeps floors.
- ___ Mops floors.
- ___ Vacuums floors/carpets.
- ___ Empties vacuum cleaner.
- ___ Replaces/washes dish towels/dish rags once a week or more if needed.
- ___ Cleans bathroom sink/floor/mirror weekly.
- ___ Cleans shower and tub twice a month to prevent soap scum and mildew.
- ___ Has a toilet plunger in the bathroom and knows how it is used.
- ___ Has extra light bulbs and batteries on hand and knows how to replace them.

Other Housing Concerns

- ___ Establish clear expectations with roommates, e.g., who pays which bills, notification of visitors coming, refrigerator space, and understanding of how shared spaces work.

Kitchen Cleanup

- ___ Puts clean items away.
- ___ Puts food items away in covered, sealed containers.
- ___ Clears table after eating.
- ___ Cleans cutting board and counters after cooking.
- ___ Cleans off dishes and loads dishwasher and adds dishwasher detergent.
- ___ Unloads dishwasher when clean.
- ___ Runs water first then turns on the disposal.
- ___ Changes/washes kitchen towels and dish rags once a week or earlier if necessary.
- ___ Wrings out sponges of soap and rinses with water to keep sponges smelling clean.
- ___ Replaces sponges when dirty or smell bad.

Laundry

- ___ Learns how to operate washer and dryer.
- ___ Sorts clothes by color, e.g., white, dark, colors (put red in with dark load).
- ___ Washes clothes once a week and/or when needed.
- ___ Selects water temperature based on fabric (cold will always work).
- ___ Selects drying cycle based on fabric.
- ___ Cleans lint screen after each drying cycle.
- ___ Folds clothes and puts away.
- ___ Irons clothes if needed and puts iron away.

Living Encyclopedia

- ___ Has people to call in an emergency on speed dial.
- ___ Knows who to call on speed dial when needs a professional is needed.
- ___ Has family members that you trust for advice on speed dial.
- ___ Has friends that you trust for advice on speed dial.

- ___ Does not make important decisions without checking with your living encyclopedia of trusted advisors.

Money

- ___ Has a budget.
- ___ Saves money regularly.
- ___ Has an allowance for discretionary spending.
- ___ Has a plan for short-term savings.
- ___ Has a safety deposit box or fireproof box for important documents
- ___ Uses direct deposit for paychecks.
- ___ Uses direct withdrawal from checking account to savings account.
- ___ Practices using "Greenlight" credit card.
- ___ Learns to use an ATM.
- ___ Learns how to write a check.
- ___ Learns various ways to deposit money.
- ___ Learns how to check monthly financial expenditures.
- ___ Uses a calculator or banking program to balance account each month.

Organization

- ___ Uses lists.
- ___ Has a morning routine.
- ___ Has an evening routine.
- ___ Has a set time every week to help with initiation and to accomplish needed tasks.
- ___ Puts things away every morning and every evening to avoid clutter.
- ___ Makes sure there is a place for everything.
- ___ Uses organization equipment for drawers.
- ___ Has a filing cabinet for important paper trails if needed.
- ___ Has a system for paper items, mail, receipts, and handouts from a doctor's office.
- ___ Has one place to put wallet or purse, glasses, keys, phone, watch, and briefcase or backpack.

- Has a phone caddy in the car. It is illegal to hold a phone or electronic device in a car in Georgia.
- Has a trash can in every room.
- Has Kleenex boxes scattered strategically throughout the house.
- Shops sales to have enough paper good on hand, e.g., toilet tissue and paper towels.

Personal Hygiene

- Brushes teeth two times a day.
- Flosses or use picks two times a day.
- Showers daily using shampoo on hair and soap on whole body, including face.
- Keeps nails clean and cut.
- Shaves if needed every day.
- Combs and/or brushes hair every morning.
- Gets haircut when needed, e.g., every 4-5 weeks.
- Uses deodorant daily. Washes and reapplies deodorant after exercise.

Physical Health

- Has a seven-day medicine pill container with morning and evening boxes if needed.
- Takes medicine(s) appropriately.
- Makes sure with consistent medication regimen that a doctor monitors possible medicine interactions, e.g., a psychiatrist.
- Has a reminder system for refilling medications weeks ahead.
- Has a regular physician.
- Has an annual physical.
- Gets needed immunization shots as appropriate.
- Owns and uses a thermometer when needed.
- Has basic medicines/bandages/wraps in an appropriate place, e.g., aspirin, Tylenol, Advil, antiseptic creams/wipes.
- Has and follows a regular exercise plan.
- Takes vitamins.

Academic Needs

- Has tutors where needed, e.g., math, reading, executive functioning.
- Has gotten qualified for academic accommodations.
- Uses accommodations.
- Uses special education help.
- Has 504 or IEP if needed.
- Has a current psychological evaluation.
- Has a coach for executive functioning.
- Has a specialized, research supported reading program, e.g., Orton or Lindamood Bell.
- Understands and uses cognitive modifications to remember information.
- Utilizes electronics to help with learning issues.
- Appropriately utilizes electronics to increase ease of production.
- Contacts teachers when needed.
- Asks for help when needed.

Safety Plans

- Knows that 911 is the emergency number for medical emergencies.
- Has easy access to county utility numbers in case of an emergency.
- Has an emergency evacuation plan.
- Knows where to go if a tornado is imminent.
- Uses ATM in only well-lit safe areas.
- Makes sure that windows and doors are locked at home.
- Locks car when leaving.
- Has an extra set of keys for home and car with trusted person.
- Does not respond to strangers' calls, emails, or visits.
- Does not speed or drive dangerously.
- Does not drink or do drugs and drive or use dangerous machinery.
- Does not listen to loud music or look at phone when driving or walking in a public place.
- Has a basic first aid kit in car and at home.

- Turns off stove or oven when through cooking.
- Has a fire extinguisher.
- Has a smoke alarm.
- Has a security system.
- Has a ring doorbell.
- Knows to never carry medicine outside of a prescription bottle.
- Carries prescriptions and/or pill bottles with them when taking medications out of the house (and travelling) – in case proof of pills/script is necessary.
- Wears a medical alert bracelet with your diagnoses if needed.
- Creates a medical ID on your phone.

Sleep

- Goes to bed at the same time every night.
- Wakes up at the same time every morning.
- Sets an alarm clock(s).
- Can wake up to an alarm clock.
- Knows how to fall asleep in the most efficient way.
- Makes sure to get rid of inappropriate distractions.
- Does not get on electronics right before bedtime.
- Has a one-hour routine to get ready for bed to set up good sleep hygiene.
- Makes sure bedroom is not too warm/cold.
- Does not have serious discussions right before bedtime.
- Checks with sleep specialist to insure regular sleep pattern.
- Checks with sleep specialist if snoring.
- Checks with sleep specialist if breathing stops when sleeping.
- Uses sleep apnea machine if prescribed.
- Cleans sleep apnea machine as often as prescribed.

Social

- Makes social plans early in the week when possible.
- Learns how to introduce self.

- ___ Knows how to wait your turn.
- ___ Stands no closer than an arm's length away from someone and further back the less you know them.
- ___ Accepts "No" gracefully for an answer.
- ___ Makes sure when you say "No" that is really what you want to say.
- ___ Learns how to accept a complement and say, "thank you."
- ___ Finds ways to not interrupt when others are talking or working.
- ___ Learns how to interrupt politely when needed.
- ___ Explores ways to join a group of interest.
- ___ Learns how to enter a conversation.
- ___ Learns how to dress appropriately for different occasions.
- ___ Keeps social engagements on your calendar with prior notice when something is coming up.
- ___ Learns greeting skills.

Time Management

- ___ Uses phone system to set alarms as reminders when to leave for an appointment including a prewarning and a time to leave alarm.
- ___ Uses phone to check traffic to make sure you are not going to be late.
- ___ Knows how to estimate the amount of time to do a task.
- ___ Knows how to add time to estimation to get somewhere early because being on time is hard and early is responsible.
- ___ Brings something to entertain self if early.

Transportation

- ___ Knows/understands the public transportation system.
- ___ Keeps fares or passes available at all times.
- ___ Has a copy of the schedule of the nearby transportation options.
- ___ Locates transportation stops near home/school and near regular stops.
- ___ Arrives at transportation stop 10 minutes ahead of time and 20 minutes if using a new mode of transportation or a new route.
- ___ Understands when a transfer on public transportation may be needed.

- Understands the private transportation systems.
- Locates the post office near home or work.
- Locates the bank near home or work.
- Locates and learns how to get to the appropriate voting location.
- Has a membership in an auto club that will come if your vehicle breaks down.
- Has car serviced as the car maker suggests, or the car notifies you.
- Considers $\frac{1}{4}$ tank to be a signal to go fill up the gas tank.
- Knows how to and checks oil regularly.
- Knows how to and checks tire pressure periodically.

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