

# CHECKLIST FOR ADULTS "SURVIVAL" SKILLS

Parents should put a checkmark next to the things YOU do on a routine basis (even if not every day) in the first column. Put a checkmark next to things your child can CURRENTLY do without assistance in the second column. Compare the two columns of checkmarks (even if it wouldn't be expected for him/her to have learned these skills at their current age). Then answer the questions following the listing. **Take note: As you go through the list, try to imagine you child when he is an adult managing these situations with the skill level he already has. Unless you make the decision to teach more of these skills now, those are the same skills he/she will have as an adult. He will not learn on his own.**

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## Hygiene

- Importance of general cleanliness
- The importance of using deodorant
- How to use deodorant routinely
- How to shave, including how often to shave
- What to do if cut with a razor
- Razor care (proper cleaning, replacing blade, buying the right blades)
- Hair brushing daily
- Cleaning out a hairbrush
- Using a toothbrush and paste daily
- Using floss
- Care of toothbrush (cleaning, replacing)
- Showering (using soap, rinsing)
- Washing **ALL** body parts
- Hair washing (how often, rinsing, using conditioner if needed)
- Hair cuts - knowing when needed
- Making appointment for hair cut
- Getting to appointment
- Menstrual care (for girls)
- Menstrual care in a public bathroom (i.e., tampon vending machines, disposal)
- Buying menstrual products

## Medical

- Use Band-Aids, clean cuts
- Know when to seek medical attention (i.e., how much bleeding, recognize infection, what types of pain, how high a fever, etc.)
- Know schedule for medical appointments (teeth cleaning 2 X a year, checkup 1 X a year, etc.)
- Make appointment for dentist/doctor
- Arrange schedule and transportation to appointment
- Get refills on medications
- What to do when refill runs out
- How medical insurance works and who his/her insurance company is
- Who to contact for insurance purposes/questions
- Know what the 'co-pay' is, if applicable (and is prepared to pay it)

## Using an Alarm Clock

- Remember to turn on at night
- Awakening
- Can set & re-set time (i.e., Daylight Savings, after power outage)

## Phones

- Answer the telephone politely

- Take and deliver an accurate message
- Make general calls (order pizza, call a relative)
- Can use caller ID (if appropriate)
- Use a cell phone
- Routinely charge a cell phone battery
- Know how to use a public phone
- Has emergency phone numbers available and also programmed into cell phone (parents work number, neighbor or relative, doctor, etc.)

## Clothing - Dressing/Undressing

- Find appropriate wear for the day
- Dress (pants, shirts, skirts, etc.) without help
- Shoes - tying
- Appropriate accessories; choosing/fastening jewelry, matching socks, shoes that match the outfit and activity (i.e., sneakers vs. dress shoes), sweater in cold weather
- Can dress in cold weather wear - coats, hats, gloves
- Eyeglasses/contacts (if worn); how to care for them, store them
- What to do with work or cleaned clothes (i.e., hang up, put in hamper, fold, etc.)

## Clothing - Shopping

- Choose clothes that fit (know own size, try things on)
- Choose clothes that match or that serve a specific purpose (office wear, outdoor wear, etc.)
- Choose shoes that fit (including knowing how to tell if they fit)
- Choose all clothes within a budget
- Know when clothes are worn out and need replacing
- Know what to do with old clothing (charity, disposal)
- Which colors/patterns match
- How to choose eyeglasses for looks and comfort

## Caring for Clothes

- Know the difference between dry clean and wash, looking at labels
- Can do laundry in washer/dryer (including cleaning the dryer filter)
- Fold, press, mend (or how to get these services)
- Could use a Laundromat

## Food Preparation

- Can get a least 5 different breakfast meals without assistance
- Can get at least 5 different lunch meals without assistance
- Know several dinner recipes and how to cook them without assistance

### Food Preparation (continued)

- Know about general healthy food groups and likes some items in each category
- Can make a shopping list and purchase needed items for meals
- Can purchase items for the home (toilet paper, laundry soap)
- Can wash dishes and clean up (wipe table, put cold food away, etc.)
- Can use a dishwasher (buy correct soap - i.e., not regular dishwashing soap, rinse dishes, load it, etc.)
- Can use a microwave safely
- Can use an oven safely (remember to shut off)
- Can use a stovetop safely (turn off, don't touch hot coil, no hanging sleeves, etc.)
- Can use a toaster/toaster oven safely (empty crumbs, etc.)
- Know what kind of pot or dish to use for particular dishes (i.e., non-metal for microwave)
- Know how to use and clean a variety of products (coffee pot, mixer, blender, etc.)
- Know how to use knives safely (cut and clean)

### Finances

- Use a checkbook regularly and appropriately (checks not to exceed amount of account)
- Routinely record checks written
- Use appropriate social skills to converse with teller, bank workers or customers
- Balance the checking statement
- Save part of his/her paycheck each pay period (if possible)
- Can use an ATM card
- Keep account and pin numbers private
- Know about any benefits he/she qualifies for (medical, Medicaid, SSI, 401(k), etc.)
- Know what he/she needs to do for up keep of the benefits
- Pay at least one bill that comes in the mail regularly
- Understand the need to pay bills on time, and has the finances available for expected bills
- Understand car upkeep (if they are driving) - get oil changes regularly, how to pump gas, maintain car insurance, etc.
- Use a credit card appropriately (doesn't overspend)
- Know about phone/internet/mail scams, sales pitches, etc. and how to avoid or decline offers
- If renting an apartment or condo (or might in future) know about leases, building rules, condo assoc., etc.

### Home Safety

- Shut lights, fans, etc. off when not in the room
- Shut windows on rainy or snowy days
- Know how to regulate heat and air conditioning (if applies)
- Know how to clean up broken glass
- Know how to recognize a minor home emergency (i.e., leak in faucet, clogged toilet, etc.)
- Know how to recognize a major home emergency (i.e., kitchen fire, intruder)
- Know who to call in the event of a home emergency
- Know general fire/flood safety skills (i.e., how to get out, call 911, and 'stop, drop and roll')
- Has an emergency plan (fires, storms)

- Know the concept: amount of heat, water, electricity used determines amount of the bill
- Know to keep doors locked, how to get in if the house is locked or if the automatic garage door doesn't open (if applicable)
- Who to let in the house (or not let in)
- Know not to share information with others about how to get in the house (i.e., no personal information given out, only e-mail known people, etc.)

### Home Cleanliness

- Know how to change sheets and make a bed
- Know how to clean windows, counters, floors, etc.
- Know to clean the old food out of the refrigerator on a regular basis, how to tell when food has gone bad
- Can manage trash including emptying, taking to curbside
- Know when to call a repairman (phones, cable)
- Know how to plunge a toilet

### Caring for Pets (it might be a need in adulthood)

- How to choose a pet
- How to feed a pet (schedule, amount, appropriate food, etc.)
- Walk, exercise pet
- Brush, groom, flea control, etc.
- Vet visits, shots
- What NOT to do with a pet (hurt it, ignore it)

### Community Safety

- Know about traffic safety (parking lot, cross streets)
- Know how to contact police, fire, community employees, etc. who can help with problems
- Know about sexual safety (good touch-bad touch, facts, slang terms, protection, reporting abuse)

### General and Family Responsibilities

- Is respectful to family members (i.e., speak respectfully, remember to say thank you, help out when asked, etc.)
- Buy cards/gifts (even if requires help with money) for birthdays and other holidays
- Can wrap a gift
- Know about holiday rules and traditions (i.e., can pass out candy on Halloween, help with a Christmas tree, religious ceremonies, etc.)
- Is polite and respectful when visiting relatives' homes for family gatherings
- Know when not to disturb people unless an emergency (when others are on the phone, bathroom, tending the baby, etc.)
- Know when to be quiet (i.e., baby sleeping, family member conversing with others, at the movies, etc.)
- Know how to wait (wait for dinner time to eat, wait for a parent to finish what they are doing to get what he/she wants, etc.)
- Keep inappropriate thoughts to self (i.e., saying unkind things, rejecting unwanted gifts, cursing, etc.)
- Is respectful of others' property (doesn't touch others possessions, is careful with household items, furniture, etc.)
- Take care of own property (keep game pieces together, put away leisure items, is careful with own room furniture, etc.)
- Help with chores and household duties, willing to assist with seasonal tasks (raking, shoveling, etc.)

### General and Family Responsibilities (continued)

- Accepts household limits (snacks, bedtimes, borrowing cars, turning out lights, etc.)
- Know basic computer care (no spilling on keyboard, scan for viruses, regular updates)
- Know how to use simple tools (screwdriver, hammer)

### Work Skills

- Is always on time
- Know how and when to call in sick
- Speak respectfully to superiors and co-workers
- Try hard to do his/her best
- Doesn't need constant reminders and redirections
- Organize time and materials without assistance
- Know and can follow office rules and restrictions (i.e., no access to storeroom, coffee break is only 15 minutes, etc.)
- Ask for help appropriately when needed
- Ask for more work when tasks completed
- Finish tasks in a timely manner
- Is able to socialize when needed (when co-workers strike up a conversation)
- Is able to manage an interview - responds well to questions, handshake, etc., speaks politely, is honest, clear about needs and strengths, etc.)
- Accepts correction and criticism
- Dresses appropriately

- Can fill out job applications and other forms
- Has and knows his/her Social Security Number

### General Skills

- Keep a schedule - what he needs to do each day, how much time he needs to get there, how to get there, etc.
- Arrange own schedule - arrange transportation ahead of time, write events in day planner or palm pilot, etc.
- Can drive, or use a public bus or subway system (including use schedules and maps, get change, buy tokens, etc.)
- Know an emergency plan for getting home (relative to call, how to call a taxi)
- Know how to ask a question to gain information (i.e., ask bank teller about balance, service desk to return items, etc.)
- Can order food in a restaurant
- Can eat enough foods not to be prohibitive when eating out
- Know how to calculate tips for service
- Know who to tip and who not to tip
- Does not self-stim in public places
- Know when and where it is appropriate to do private things
- Know how to describe a situation (events leading to an emergency, symptoms of sickness)
- Know how to get information from news papers, news shows, radio (movie schedules, storm updates)

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- 1) What is the difference between your list and your child's list? Are the things he/she lacks likely to affect independence at 1) work, 2) home, 3) community (stores, doctors' offices, public bus, family members' homes, etc.)?
  - 2) Has the lack of these skills already been a problem in the past or present?
  - 3) If skills were previously noted to be lacking, was teaching these skills considered? If not, why not? (Be honest - if they weren't taught because you didn't know how, didn't have time, or couldn't deal with it due to other family issues, it's OK to say so. Just be sure you know what the reasons were). Would you make the same decision now?
  - 4) If you had to list items by priority to your child's life, what would the first three be?
  - 5) How do you plan on teaching these skills now? What do YOU need to be able to teach them successfully (i.e., behavioral training, support from school, support from other family members, etc.) and how can you get what you need?
  - 6) Do you know where your child would like to be in five years? Ten years? (Even if children are currently very young, it is still a good idea to think about this.) Do you know where you would like them to be?

Revisit this list in a year and see how you made changes to your child!