

WORKSHEET FOR TASK STATEMENTS

Subject	Action Verb	Object of Verb	Output or Product	How work is done	Instructions/Directions
Who?	Performs what action?	To whom or what?	"in order to"	Using what tools, equipment, and/or methods?	How is work initiated?

TASK STATEMENT:

In order to _____ following/in accordance with/at the direction of _____:

- Performs what action --- to whom or what --- using what tools
- Performs what action --- to whom or what --- using what tools
- Performs what action --- to whom or what --- using what tools

In order to _____ following/in accordance with/at the direction of _____ using _____:

- Performs what action --- to whom or what
- Performs what action --- to whom or what
- Performs what action --- to whom or what

A DUTY STATEMENT CAN HAVE A MIX OF TASK STATEMENT STYLES.

- **The bullet style is shown above. It works well when several items tie together by the output they accomplish or the direction that drives them or maybe the tools.**
- **A stand-alone task statement is one that has all elements in one sentence without many variables or listing of actions, outcomes, etc.**

