

Adult Planning Checklist

INDEPENDENT LIVING SKILLS FOR ADULTS

These are the essential skill areas an adult needs in order to live independently. Some skills are likely to be easier, while others may be difficult to achieve. Don't be discouraged if something is harder, give it time or consider setting it aside for a while and working on other skills.



We are here to help.

The **Milestones Helpdesk** can connect you with the best resources to fit your needs, and **individual or family consultations** can help you make a customized action plan.

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SAFETY AT HOME AND IN THE COMMUNITY

Have a safety plan in the event of a fire, pandemic or other emergency and your home is not safe to stay at. For example:

- What to do if there is a fire.
- How to avoid crime. What to do if something is stolen.
- What to do if you get lost.
- How to safely interact with first responders (police, fire, emergency services).
- How to safely use the kitchen.
- What to do during a power outage.

How to handle a meltdown while out in the community. For example:

- Strategies to know the signs.
 - Try to avoid a meltdown by recognizing and avoiding triggers.
 - Try to get to a safe place.
 - How to ask for help.
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HYGIENE

- Bathe and handle routine daily hygiene tasks without prompting.
 - Handle dental hygiene such as regularly changing your toothbrush every 3 months.
 - Weekly laundry and changing your sheets and towels.
 - Not wearing the same clothes every day.
 - For women, know how to handle feminine hygiene such as being prepared for your period.
 - What to do when you're sick i.e. washing hands before eating. Coughing into your elbow.
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Milestones Autism Planning Tool

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SELF MEDICAL CARE

- Handle simple first aid, a cold or stomach virus.
 - Keep basic over the counter medications on hand. Check expiration dates periodically.
 - Handle personal care properly.
 - Know what not to do that could hurt you (i.e. pushing a Q-tip too deeply in your ear).
 - Know medical history and what to share with a doctor like allergies and conditions.
 - Keep track of essential information like your vaccines and medical issues.
 - Understand routine medical and dental care. How often to see dentist/each type doctor.
 - How to make an appointment with your doctor and which type of doctor to see for what.
 - Know when to see a doctor? Know what is an emergency.
 - How to refill your prescriptions. For controlled substances know strict rules including seeing a doctor regularly.
 - Ensure you don't run low on medications without getting the next prescription filled.
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FOOD/NUTRITION

- Know how to fix 10 meals.
 - Know how to use a stove, microwave, toaster and dishwasher safely.
 - Handle grocery shopping.
 - Clean up after a meal.
 - Maintain your refrigerator and stock of favorite food.
 - Regularly check food expiration dates. Know what to keep or throw away including leftovers.
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MANAGING HOUSEHOLD

- Cleaning and maintenance of the home.
- Home maintenance such as changing furnace filters, servicing furnace/air conditioner.
- Keep and maintain stock of cleaners.
- Maintain your household appliances such as cleaning/emptying the vacuum cleaner.
- How to regularly clean and sanitize the bathroom and kitchen.
- Has and maintains rental or homeowner insurance and payments for it.
- How to do laundry.
- What to do if the power goes out and how to report outage to your utility company.
- Have flashlights and know where they are. Do not use candles because of safety hazards.
- Prepare for unexpected such as things breaking and know who is responsible for fixing.
- What your rental/home insurance covers and how to do that process vs you pay cost.
- If a storm causes a problem with the ceiling or roof, do you call the landlord, building manager, or are you responsible for finding someone to fix it.

FINANCIAL LITERACY

- Pay bills.
- Understand and handle budgeting.
- Has a reliable means of paying for things and understands how to use them.
- Has a savings/checking account and maintains it.
- If applicable, has and manages other savings tools such as retirement account.
- Know how to figure out what a reasonable price is for things and where to get them.
- Maintain eligibility for your benefits as needed, providing required documentation.
- Understand how to recognize junk mail, spam email and scam phone calls.
- Avoid getting taken financially including online or in person.
- Know to keep financial and personal information private, not sharing with anyone.
- Know to read before signing a contract and make sure you understand before signing.
- Understand when and who to ask for help (i.e. to read an apartment lease before signing).
- Has rental or homeowner insurance from a reliable company and keeps it maintained.

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DRIVING/TRANSPORTATION

- Know how to drive safely and maintain auto insurance.
- How to find directions to get places and home and multiple routes for getting home.
- Know how to use public transportation.
- Gets public transportation disability pass/discount if appropriate.
- How to use ride share companies.
- How to use free community transportation for people with disabilities.
- Has transportation for essential errands, getting to and from work and social activities.
- If drives knows what to do in case of an accident.
- If drives can do so in rain, snow, and road conditions such as construction and detours.
- Maintain your drivers license, license plates/registration/stickers.
- Has and knows how to renew a disability placard if appropriate.
- Maintain your car, routine maintenance if you have a car. Save money for car repairs.
- Know to be careful about lending your car, public transportation card, disability placard.

EMPLOYMENT

- Achieve skills, training and/or education needed for a position.
- This could be on the job training, an apprenticeship, trade school or an internship.
- Know types of jobs right for you based on your needs and interests that give you income.
- Know how to job hunt (or where to get help with this).
- Understand and able to handle workplace practices, habits and focus.
- How to ask for support and accommodations.
- Know the steps for how to quit, change or look for a new position.
- Know how to ask for references.
- Keep notes of skills and projects you've done that you could use for a job application, resume, LinkedIn profile and for networking.

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SELF-ADVOCACY SKILLS

- Know how to say no/yes/state your preferences appropriately.
 - Know how to deal with landlord, neighbors, boss.
 - Manage your unique sensory issues and needs.
 - Know how to handle the level of dating and sexuality you are comfortable with and want.
 - Know how to deliver bad news.
 - Understand body safety, appropriate touching and that no one has the right to touch your body without your permission.
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LEISURE SKILLS

- Comfortable planning your own activities for your free time.
 - Can manage transition from fun activities to job, maintaining home or other obligations.
 - Know how to set limits/stop doing a favorite activity such as video game, favorite show.
 - Know what to do when you're feeling lonely or want social connection—what to do next.
 - Understands internet safety and practical precautions to avoid getting taken advantage of.
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EXECUTIVE FUNCTIONING

- Use appropriate focus to perform on the job and handle daily tasks in your home.
 - Get up in the morning and get to work on time.
 - Get to sleep at a reasonable hour for your work schedule.
 - Manage your time and focus between your devices and home, social and employment life.
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SOCIAL SKILLS/RELATIONSHIPS/SEXUALITY

- How to make friends or have stable friendships.
 - How to know whether someone is an acquaintance or friend.
 - How to tell if someone is trying to take advantage of you.
 - How to handle whatever level of sexuality is comfortable for you (i.e. dating).
 - How to use birth control if appropriate.
 - How to avoid exploitation, unwanted touching, etc.
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