**Stage 1**
STOP!

**Stage 2**
DEFINE

**Stage 3**
LIST

- Step 1: ...
- Step 2: ...
- Step 3: ...

**Stage 4**
LEARN

*Do I know the steps?*

- **Yes**
- **No**

**Stage 5**
CHECK

*Am I doing what I planned?*

- **Yes**
- **No**

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**Example of (i)ADL task**

- **Stage 1**: What am I doing?
  - ‘What is my goal?’

- **Stage 2**: The main task
  - ‘To process and organize mail’

- **Stage 3**: The steps
  - 1. Open the first envelop
  - STOP, CHECK
  - 2. Read the letter
  - STOP, CHECK
  - 3. Decide the category (e.g. bill, advertisement, etc.)
  - STOP, CHECK
  - 4. Execute the correct action (e.g. pay the bill)
  - STOP, CHECK
  - 5. If necessary, file the letter (in a folder)
  - STOP, CHECK
  - 6. Open the next envelop
  - STOP, CHECK
  - 7. Repeat steps 2-6 for all envelops/letters
  - STOP, CHECK
  - ‘Have I reached my goal?’

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*(flowchart based on Levine et al. (2000))