



College *Living* Experience

A guide to begin tracking your progress to an independent adult life.

# INDEPENDENT LIVING SKILLS CHECKLIST

{ ILS }  
{ STI }



**LIVE. ENGAGE. ACHIEVE.**

ExperienceCLE.com | 800.486.5058



# ABOUT CLE

Since 1989, College Living Experience (CLE) has been providing post-secondary supports to young adults with varying disabilities. With a dedication to providing the highest quality of individualized services, CLE supports are tailored to each young person we serve. It is through these personalized services that our team celebrates the uniqueness of students in such a way that we are able to make a lasting impact in their lives and in the community.

The success of CLE as the industry leader in post-secondary transition supports comes from our commitment to remain focused on the potential of each individual we serve. The evolution and innovation of CLE is guided by our mission which inspires us to reach beyond the boundaries of the traditional supports to which many of our families have been accustomed their whole lives.

As an organization, we are passionate about working with young adults to reach their greatest level of independence. Services are provided through an integrated model, helping students imagine and create solutions that provide meaning and value in their life.



# HOW TO USE

The Independent Living Skills (ILS) Checklist is a comprehensive tool created for students, sons, daughters, parents, and professionals to use in skill assessment and development.

As part of the ongoing preparation for adulthood, placing young adults in the role of managing various activities of their daily living will ultimately assist in their transition to independence outside of their family home. At CLE, we believe the more practice students have with a consistent routine, the more confident and competent they become with daily living skills.

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**Engage:** By using the ILS Checklist, we hope you experience the value in learning why each of these skills is relevant and important to adult independence.

**Keep it Simple:** Don't worry about trying to complete or focus on everything at once. Consider working on a single area or skill at a time.

**Tear Pages Out:** In whatever setting is appropriate, consider placing each individual card in the place that it will be seen as a reminder. (e.g. sleep routine on the wall by the night stand).

**Celebrate:** Small victories are worth so much! Though there is a lot to learn in the world of transition, skills are always built upon so don't forget to celebrate all accomplishments.



# MORNING ROUTINE



# MORNING ROUTINE

- Go to the restroom
- Shower using shampoo and soap
- Wash face / Shave when needed
- Brush and floss teeth
- Brush hair / Trim nails when needed
- Apply deodorant
- Wear clean clothes and undergarments
- Eat breakfast
- Check schedule / Read messages (e.g. text and email)
- Take medications or vitamin supplements as required/needed
- Gather materials for school (e.g. books, electronics, snacks, etc.)

**TIP:** Personalize this list by setting up a consistent routine in a logical sequence for you. Write in additional steps that are crucial for a good start to your day.



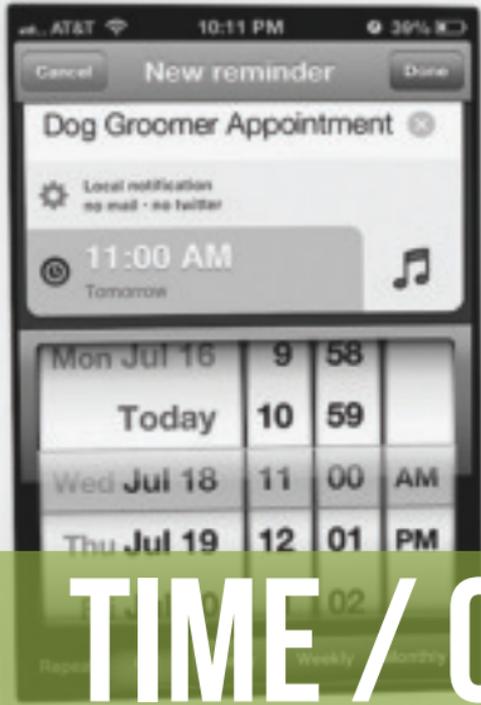
**NIGHT ROUTINE**



# NIGHT ROUTINE

- Change clothes, place dirty clothes in the hamper or laundry room
- Review tomorrow's schedule
- Pick out outfit based on tomorrow's weather and activities
- Set alarm clock
- Plug in electronics (e.g. phone, laptop, etc.) to charge overnight
- Shower using shampoo and soap
- Shave when needed
- Brush and floss teeth
- Monitor sleep environment and remove distractions
- Go to bed at a consistent, reasonable time

**TIP:** For a better nights' sleep, avoid computer, television, and phone time 30 minutes before bed.





# TIME / ORGANIZATION

- Use a phone or watch to track time throughout the day
- Identify details, including time and location, of all upcoming activities/ events and set reminders if needed
- Identify the start time for school/work/ activities
- Use daily/weekly calendar system (print or electronic)
- Respond to all alarm reminders to ensure on-time arrival for activities
- Identify one place to store keys, phone, and wallet
- Use a purse, backpack, or wallet to carry personal items
- Organize materials for school or work

**TIP:** Manage unscheduled time by selecting 2-3 leisure activities (reading, exercising, playing games, etc.) to add to your week.



**LAUNDRY**



# LAUNDRY

- Put dirty clothes in consistent place
- Wash dirty clothes weekly
- Read clothing tags to identify whether dry cleaning or machine wash safe
- Understand all washer and dryer operating functions
- Sort dark clothes and light clothes for washing
- Use appropriate amount of laundry detergent
- Select appropriate water temperature for fabrics
- Promptly move clothes from washer to dryer
- Identify the appropriate drying cycle
- Clean out dryer lint screen after each drying cycle
- Fold and put away clothes in proper place
- Iron wrinkled clothing

**TIP:** Create a set day each week to do laundry. It will help it from becoming too large of a task and ensure you don't get in a sticky situation of running out of clean clothes.



# HOUSEHOLD UPKEEP





# HOUSEHOLD UPKEEP

- Understand appropriate use of cleaning products and where they are stored
- Clean and disinfect the bathroom (sink, toilet, mirror, floor, bathtub/shower)
- Clean and disinfect the kitchen (counters, sink, stove, microwave, fridge)
- Load and unload dishwasher
- Wash dishes, pots and pans by hand
- Clean floors as appropriate: vacuum, sweep or mop
- Dust surfaces thoroughly
- Take trash and recyclables out as needed and replace liners

**TIP:** Create a list or visual reminder system to support completion of household routines and chores.



**HEALTH & WELLNESS**



# HEALTH & WELLNESS

- Know height, weight and date of birth
- Be aware of allergies or medical conditions
- Recognize symptoms of illness
- Identify over-the-counter medicines for basic health concerns (i.e. headache, stomach ache)
- Use and understand thermometer
- Know how to access primary care doctor (phone, address)
- Be able to schedule medical appointment(s)
- Preventative wellness: attend all wellness exams, routine dental appointments and follow-ups
- Fill (and refill) prescription medication at pharmacy
- Identify and take prescribed medication as recommended by doctor
- Create organization system for daily medication/vitamin use
- Exercise regularly (or as recommended)

**TIP:** Download a phone app that stores your key medical information like allergies, medications, and dosages so that it is all in one place.

A young woman with long dark hair is smiling and holding a green apple. She is in a grocery store, with a basket of other apples visible in the foreground. The background is slightly blurred, showing other people and store fixtures. A green horizontal bar is overlaid on the image, containing the text.

# MEAL PLANNING & FOOD PREP



# MEAL PLANNING & FOOD PREP

- Create a grocery shopping list
- Shop and follow appropriate steps to check out of grocery store
- Recognize signs of spoiled food, including expiration dates
- Store food in appropriate area based on food type such as refrigerator or pantry
- Wash hands before preparing and eating food
- Prepare at least one breakfast, lunch, dinner and snack item on your own
- Heat-up food safely in the microwave, oven, toaster or skillet
- Understand which foods can be eaten raw vs which require thorough cooking
- Follow a recipe (either written, pictures or video)

**TIP:** Identify a consistent day of the week to select and prepare a meal independently. Start with easy foods then work towards more difficult recipes.

**FIRST AID CASE**



*Medicines & Bandages*

**SAFETY**



# SAFETY

- Check to make sure all windows and doors are locked and closed (as appropriate)
- Do not allow strangers inside the house
- Create an emergency exit plan for home should an emergency occur
- Know where to find and how to use a fire extinguisher
- Understand basic first aid and when to seek medical assistance
- Know how to make emergency service calls
- Identify an emergency contact and be able to communicate their contact information as needed
- Protect your personal information - do not share your personal information (address, phone number, credit card number, etc.) with unknown individuals on the internet or on social media

**TIP:** Basic First Aid training, CPR and self-defense classes can be great ways to learn about the importance of safety. Find one to attend in your local area.

TRANSIT PLAZA

**COMMUNITY NAVIGATION**



# COMMUNITY NAVIGATION

- Understand and adhere to street signs, traffic laws and crosswalks
- Understand how to access public transportation
- Purchase a ticket to use local public transportation (e.g. bus, train)
- Access cab companies such as Uber, Lyft or taxi
- Be able to look up a location on a map (on phone or a map app)
- Know how to identify the street or intersection where you are located
- Research places/areas of interest and access directions
- If lost, I should contact \_\_\_\_\_ for assistance
- Minimize cell phone use (and other distractions) while out in the community

**TIP:** Practice independently navigating to/from places close by, then gradually increase the distance.

*Nothing  
worth having was ever achieved  
without effort*  
THEODORE ROOSEVELT

A black and white photograph of a man with short dark hair, wearing a dark polo shirt with light-colored horizontal stripes, sitting at a desk. He is looking down at a document on his desk, with his hands near a calculator and a pen. In the background, there is a computer monitor and a pen holder. A green horizontal bar is overlaid across the bottom of the image, containing the word 'FINANCIAL' in white capital letters.

**FINANCIAL**



# FINANCIAL

- Identify the correct value of currency and coins
- Understand the concept of a budget
- Count money correctly when giving or receiving change
- Use a calculator to assist in math/financial calculations, if needed
- Properly use an ATM machine to withdraw or deposit money
- Pay for items in a store and make online purchases
- Save receipts and review for accuracy of price and change given
- Understand and manage recurring bills and their due dates
- Avoid loaning money to others

**TIP:** Create a cash budget for a 1-week period. Plan out upcoming (or potential) expenses, track spending, then review receipts at the end of the week.



# ESSENTIAL SOCIAL SKILLS



# ESSENTIAL SOCIAL SKILLS

- Use appropriate greetings when meeting new people
- Maintain reasonable eye contact and respond to demonstrate interest in conversation
- Recognize basic social cues like happiness, sadness, anger, etc.
- Initiate conversations with others (e.g. new or familiar people)
- Plan a social activity and invite others
- Demonstrate manners such as: wait for a turn, hold door open for others, say please and thanks, politely excuse yourself to go to the restroom, etc.
- Participate in hobbies or activities related to interests to fill down time

**TIP:** Take the lead in planning a social outing with friends. For starters, select the activity and time, then invite others to join you by sharing important details like time, location, and cost.



# SELF-ADVOCACY



# SELF-ADVOCACY

- Identify situations when help or assistance is needed
- Ask questions or respond to service professionals as needed
- Articulate needs over the phone and leave appropriate voice messages
- Describe individual needs regarding learning difficulties or disabilities
- Understand rights and responsibilities of accommodations
- Communicate personal needs to parents, friends, and teachers

**TIP:** Create cues or reminders on cell phone to help with new or challenging conversations.



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