

## Daily Efficiency and Behavioural Analysis, Self-evaluation Checklist (DEBASC)

HB0105	WEEK BEGINNING:	WEEKLY CHECKLIST AND CANDIDATE GUIDANCE NOTES
	/ /	

### HB0105 / 01 Candidate guidance notes – About this form

This form is divided into two sections;

#### SECTION 1 – EFFICIENCY

#### SECTION 2 – BEHAVIOUR

Both sections contain a series of categories with individual tasks. Points are awarded daily for each task that is completed. The points are collated at the end of each week to give a Weekly Total Points (WTP). The point allocation system for sections 1 & 2 differ - refer to 02 for details. When tasks are followed by \* refer to 04 for details. When tasks are followed by a code (for example HB0305) refer to 05 for details.

### HB0105 / 02 Candidate guidance notes – How to fill in this form

DEBASC weeks commence on Mondays. The date should be written in the box provided at the top of this page.

#### SECTION 1 – EFFICIENCY

Candidates are awarded points in section 1, categories 1A – 1E, when the daily task is completed in full (i.e. to the acceptable standard set by the candidate or the level of completion stated in candidate guidance notes 04 - Exceptions). If a task has not been completed in full no points can be awarded. A completed task is equal to 1 point unless otherwise stated in 04 of this form. No ½ points can be awarded in this section unless otherwise stated in 04 of this form. No bonus points can be awarded in this section unless otherwise stated in 04 of this form.

#### ACCEPTED MARKS

The following are the accepted marks to be placed in boxes adjacent to tasks in section 1 & 2.



Completed



Incomplete



Half point

#### SECTION 2 – BEHAVIOUR

Candidates are awarded points in section 2, categories 2A – 2E, through a decimal marking system. Candidates should judge to what degree they have completed each daily task and award themselves points accordingly. A fully completed task is awarded 1.0 point (the highest mark to be awarded unless otherwise stated in 04 of this form). An incomplete task is awarded any mark from 0.0 through to 0.9 depending on the level of incompleteness.

#### ACCEPTED MARKS

The points awarded for tasks in section 2 should be placed in the boxes adjacent to the tasks. Any mark is acceptable from 0.0 to 1.0. An exempt mark can only be accepted in section 2B if the candidate believes the task is not applicable. An exempt mark should be registered as follows:



Exempt

### HB0105 / 03 Candidate guidance notes – Weekly Total Points (WTP)

Points are collated in the TASK TOTAL column that is parallel to the mark boxes, at the end of each week. These marks are then added to provide the category total.

Point totals for sections 1 & 2, categories A – E should then be entered in the boxes provided in 07 of this form. These are then added to provide the Weekly Total Points (WTP).

## Daily Efficiency and Behavioural Analysis, Self-evaluation Checklist (DEBASC)

### HB0105 / 04 Candidate guidance notes – Exceptions (\*)

**Task 1A1** – DEBASC points should be registered on the corresponding day. Candidates post-registering points can only receive a ½ point in this task. If the form is backdated by 1 day then no points are awarded in task 1A2. If the marks are backdated more than 48 hours then no points can be awarded in any task except 2E10.

**Task 1A2** – If the registering of points is backdated to the previous day then no points are awarded for this task.

**Task 1A12** – Candidates should have a pencil to hand for underlining and taking notes. Candidates reading without a pencil to hand can only receive a ½ point for this task.

**Task 1A13** – Candidates are awarded 1 point if they have watched the news and / or read a broadsheet newspaper, and a ½ point for reading a tabloid newspaper. If the candidate completes the crossword in any given newspaper, a bonus point can be awarded.

**Task 1D2** – To gain a point for this task the following extensions to the task should also be completed and checked:

- (a) Fruit placed in fruit bowl.
- (b) No shoes lying around.
- (c) No cups in bathroom.
- (d) Newspapers tidied away.
- (e) Towels placed on rail.
- (f) Washing tidied away.

**Task 1D3** – To gain a point for this task the following extensions to the task should also be completed and checked:

- (a) Make bed.
- (b) Tidy dressing table.
- (c) Empty bin.
- (d) No piles of clothes left lying around.
- (e) No cups or dishes left lying around.
- (f) Tidy desk.

**Task 1D4** – To gain a point for this task the following extensions to the task should also be completed and checked:

- (a) Weeding.
- (b) Pruning.
- (c) Planting for next season.
- (d) Grass cut.
- (e) Rubbish removed from front garden.
- (f) Garden sheds tidy.

**1D6 – 1D9** – If necessary.

**Task 2E10** – Candidates registering points on the corresponding day can only receive 0.0 for this task.

### HB0105 / 05 Candidate guidance notes – Further information

**1A14** – See form HB0505 (Artwork Organisation Directory - AOD).

**1E6** – See form HB0205 (Action Daily Checklist - ADC).

**1D1** – See form HB0305 (House Maintenance Checklist – HMC).

**2B3** – See form HB0405 (Next-day Damage Checklist – NDC).

## Daily Efficiency and Behavioural Analysis, Self-evaluation Checklist (DEBASC)

PLEASE REFER TO GUIDANCE NOTES BEFORE COMPLETING SECTIONS 1 AND 2 OF THIS CHECKLIST

### HB0105 / 06 Weekly checklist

SECTION 1 – EFFICIENCY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TASK TOTAL
<b>(1A) ORGANISATION SKILLS – tasks:</b>								
1A1. Fill in DEBASC.*								
1A2. Be well-organised.*								
1A3. Wake up on time.								
1A4. Get up on time.								
1A5. Update diary.								
1A6. All bills paid in full.								
1A7. Banking up to date.								
1A8. Do not overspend budget.								
1A9. Well stocked fridge / larder.								
1A10. Credit on mobile phone.								
1A11. Mobile phone charged.								
1A12. Read a book while on public transport.*								
1A13. Read papers or watch evening news.*								
1A14. Organise artwork (HB0505).								
	<b>(1A) TOTAL</b>							

<b>(1B) APPEARANCE &amp; HYGIENE – tasks:</b>								
1B1. Wash face morning and night.								
1B2. Moisturise face morning and night.								
1B3. Clean teeth morning and night.								
1B4. Bath and / or shower.								
1B5. Get dressed.								
1B6. Wear clean clothes.								
1B7. Have clean hair.								
1B8. Unwanted hair removed.								
1B9. No spots.								
1B10. Toenails painted.								
1B11. No chipped nail varnish.								
1B12. Nails clean & filed.								
	<b>(1B) TOTAL</b>							

**Daily Efficiency and Behavioural Analysis, Self-evaluation Checklist (DEBASC)**

<b>SECTION 1 – EFFICIENCY continued</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>TASK TOTAL</b>
<b>(1C) HEALTH &amp; FITNESS – tasks:</b>								
1C1. Eat 5 portions of fruit & vegetables.								
1C2. Eat healthily.								
1C3. Drink no more than 3 cups of tea / coffee.								
1C4. Drink no more than 4 units of alcohol.								
1C5. Drink at least 5 glasses of water.								
1C6. Take multi vitamins.								
1C7. Do not over or under eat.								
1C8. Exercise for at least 20 minutes.								
1C9. Wear contact lenses / glasses.								
1C10. Get at least 6 hours sleep.								
1C11. Keep good posture.								
1C12. Relax.								
1C13. Do not watch more than 2 hours TV.								
1C14. Do not tense shoulders.								
<b>(1C) TOTAL</b>								

<b>(1D) HOUSEHOLD – tasks:</b>								
1D1. House maintenance up to date (HB0305).								
1D2. Tidy house – general.*								
1D3. Tidy bedroom – general.*								
1D4. Tidy garden – general.*								
1D5. Hoover – if necessary.								
1D6. Clean bathroom.*								
1D7. Clean kitchen.*								
1D8. Dusting.*								
1D9. Put rubbish out.*								
1D10. Do recycling.								
1D11. Water plants.								
1D12. Put organic waste in compost.								
1D13. Open windows.								
1D14. Up to date with washing.								
1D15. Do not leave dishes in kitchen sink.								
1D16. Do not leave lights on unnecessarily.								
<b>(1D) TOTAL</b>								

**Daily Efficiency and Behavioural Analysis, Self-evaluation Checklist (DEBASC)**

<b>SECTION 1 – EFFICIENCY Continued</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>TASK TOTAL</b>
<b>(1E) WORK ETHICS – tasks:</b>								
1E1. Make good use of time.								
1E2. Work hard.								
1E3. Get to / start work on time.								
1E4. Do at least 8 hours work.								
1E5. Do no more than 16 hours work.								
1E6. Complete daily To Do list (HB0205).								
	<b>(1E) TOTAL</b>							

<b>SECTION 2 – BEHAVIOUR</b>								
<b>(2A) EMOTIONAL PROFILE – tasks:</b>								
2A1. Enjoy life.								
2A2. Laugh lots.								
2A3. Feel well inside.								
2A4. Do not worry unnecessarily.								
2A5. Do not be melodramatic.								
2A6. Do not daydream excessively.								
2A6. Do not feel guilty unnecessarily.								
2A7. Do not be weak.								
2A8. Do not be irritable.								
2A9. Do not be self-pitying.								
2A10. Do not get stressed.								
2A11. Do not get angry.								
2A12. Do not cry.								
	<b>(2A) TOTAL</b>							

<b>(2B) WHEN APPLICABLE – tasks:</b>								
2B1. Have good table manners.								
2B3. Offer seat to elderly / pregnant.								
2B4. Next-day Damage Checklist (HB0405).								
	<b>(2B) TOTAL</b>							

**Daily Efficiency and Behavioural Analysis, Self-evaluation Checklist (DEBASC)**

<b>SECTION 2 – BEHAVIOUR continued</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>TASK TOTAL</b>
<b>(2C) CLOSE RELATIONSHIPS – tasks:</b>								
2C1. Be kind.								
2C2. Be reasonable.								
2C3. Be patient.								
2C4. Be generous.								
2C5. Do not let anyone down.								
2C6. Do not moan.								
2C7. Do not sulk.								
2C8. Do not expect too much from people.								
2C9. Do not be aggressive.								
2C10. Do not be over-apologetic.								
2C11. Do not shout.								
2C12. Do not make jokes at others' expense.								
<b>(2C) TOTAL</b>								

<b>(2D) SOCIAL INTERACTION – tasks:</b>								
2D1. Be polite.								
2D2. Be equal to everyone.								
2D3. Be gracious.								
2D4. If crying, do not cry in public.								
2D5. If stressed, do not show it.								
2D6. Do not behave strangely.								
2D7. Do not show off.								
2D8. Do not stare at people.								
2D9. Do not talk over people.								
2D10. Do not be defensive.								
2D11. Do not speak with mouth full.								
2D12. Do not dominate conversations.								
2D13. Do not gossip.								
2D14. Do not exaggerate.								
2D15. Do not lie.								
2B16. Do not avoid answering the telephone.								
2B17. Listen when people are talking.								
2D18. Make eye contact during conversations.								
<b>(2D) TOTAL</b>								

**Daily Efficiency and Behavioural Analysis, Self-evaluation Checklist (DEBASC)**

<b>SECTION 2 – BEHAVIOUR continued</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>TASK TOTAL</b>
<b>(2E) MISCELLANEOUS</b>								
2E1. Be positive.								
2E2. Be helpful.								
2E3. Be honest.								
2E4. Be considerate to others.								
2E5. Do not be lazy.								
2E6. Do not be arrogant.								
2E7. Do not be vain.								
2E8. Do not be forgetful.								
2E9. Do not scowl.								
2E10. Do not over-analyse.*								
2E11. Spend time alone if needed.								
2E12. Concentrate.								
2E13. Learn something new.								
<b>(2E) TOTAL</b>								

**HB0105 / 07 Weekly Total Points (WTP)**

<b>SECTION 1 – EFFICIENCY</b>		<b>SECTION 2 – BEHAVIOUR</b>	
<b>(1A) TOTAL</b>	POINTS	<b>(2A) TOTAL</b>	POINTS
<b>(1B) TOTAL</b>	POINTS	<b>(2B) TOTAL</b>	POINTS
<b>(1C) TOTAL</b>	POINTS	<b>(2C) TOTAL</b>	POINTS
<b>(1D) TOTAL</b>	POINTS	<b>(2D) TOTAL</b>	POINTS
<b>(1E) TOTAL</b>	POINTS	<b>(2E) TOTAL</b>	POINTS
<b>SECTION 1 TOTAL:</b>		<b>SECTION 2 TOTAL:</b>	

<b>DEBASC WTP:</b>
<b>POINTS</b>

**Daily Efficiency and Behavioural Analysis, Self-evaluation Checklist (DEBASC)**

**HB0105 / 08 Declaration and signature**

<p>I declare that to the best of my knowledge and belief, the particulars given on this form are true and accurate.</p>
<p><b>Signed:</b> .....</p>
<p><b>Date:</b> .....</p>