# Essential Functions Worksheet

#### Using the Essential Functions Worksheet

* Use the Essential Functions Worksheet to organize your thoughts
* List all activities, duties and tasks the position performs in the “Duties and Tasks” column
* Cluster related activities together under the “Related Groupings” column
  + Eliminate duplicates
  + Clarify language
  + Delete extraneous statements
* Review each grouping to develop an Essential Function Statement

#### The Essential Functions Worksheet

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| --- | --- | --- |
| Duties and  Tasks | Related  Groupings | Essential Functions Statements *(i.e., PDQ Position Duties)* |
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