

Study ID # _____

Prospective Memory Tasks

1) Envelope task

Instructions: *I am going to hand you an envelope later today during our testing. When I hand it to you, I'll have you write down a name and address. Don't worry about the name and address right now. I'll dictate it to you. Here is what you **do need** to remember. After you're done writing the name and address I give to you, you will need to remember to flip the envelope over and write your full name and your initials on the back flap. Do you have any questions? (Clarify as needed, then hand them the self-report IADLs; explain that questionnaire as needed.)*

After they are done filling out the **Self-report IADLs**, hand participant a blank envelope. Say, *please address this to John Smith at 500 Main St., SLC UT 84112.*

- Tester can repeat the name and address as requested by the participant.
- Do NOT offer a prompt about writing their name, initials, or the location. If the participant asks a question about this, say *"I cannot remind you. Try your best, do what you think I said."*

Score _____

3 pts – First and Last name written, along with initials, on back flap

2 pts – Missing name OR initials (or name is partially written) on back flap

2 pts – First and last name, along with initials, written on another part of envelope (i.e., not on the back flap)

1 pt – Participant indicates they know they are supposed to write something, but cannot remember what it was.

0 – No memory that they should write name and initials.

2) Card and Questionnaire

Explain the **NEO-FFI-3**. *Please feel free to ask me questions if anything is confusing or unclear. Also, after you finish this (NEO) questionnaire, write the name of the city you were born in on this index card and hand both back to me. Any questions on that?*

Score _____

2 pts if hands back with NEO with name of a city (Ok if they include name of state)

1 pt if hands back index card with something else written on it (e.g., name of state only, or their name, etc.)

0 pt hands back card blank or keeps/ misplaces index card

(CONTINUED ON BACK)

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3) Timer and Arithmetic (For items #1 and #2, the discontinue time for each is 2.5 minutes or 150 seconds)

- A. *I want you to do as many of these arithmetic problems as you can. You'll have 90 seconds. To make it more fun, I want you to tell me when you think the 90 seconds are up. So you have two tasks – do as many math problems as you can, but also try to be accurate in estimating 90 seconds. Do you have any questions? Ready, begin.*

Time _____

- B. *Now, I'm going to get a few things together. While I'm doing that, I want you to let me know when you think 60 seconds is up (start timing, and fuss with your papers, like you're actually doing something, but covertly look at the timer).*

Time _____

- C. *Now you and I are going to play tic tac toe. Your goal is to win. Also, tell me when you think 30 seconds are up. Any questions? Ok, begin...you go first.*

Time _____