



Task Title: Learning and Time Management Tracker B

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will reflect on the goals they set, and progress they have made since completing the “Learning and Time Management Tracker A” task.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.1
- Manage Learning/E.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Managing your time lets you to stay organized and prioritize tasks. This will reduce stress and allow you to accomplish more in your day.

Review the “Learning and Time Management Tracker”, “Weekly Averages Tracker” and “Optimized Learning and Time Management Plan” documents you filled out in Part A of this task. You should complete this task approximately two weeks after you finished Part A.

Work Sheet

Task 1: What progress have you made towards the objectives you identified in the “Optimized Learning and Time Management Plan”? List at least two things you are doing differently so you can accomplish your goals.

Answer:

Task 2: List at least two barriers that may be preventing you from achieving your goals. If you have not encountered any barriers in the last two weeks, list two things that you think could possibly be barriers you may encounter in the future.

Answer:

Task 3: List at least two actions you can take to improve your chances for success.

Answer: