



Task Title: Using a Monthly Calendar

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 write appointments and activities on a monthly calendar.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.1a
- Understand and Use Numbers/Use measures/C3.1

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Many people record appointments and activities on a monthly calendar.

Scan the "September 2025" calendar.

SEPTEMBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
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Work Sheet

Task 1: You have a doctor's appointment on Tuesday, September 16th at 11:30am. Write this appointment in the calendar.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Baseball practice is every Saturday morning at 10:30am. Write this in the calendar.

Answer: No written response required here.

Task completed: Yes: ☐

Task 3: You borrowed library books on September 12th. They are due two weeks later. Write the due date in the calendar.

Answer: No written response required here.

Task completed: Yes: ☐

Task 4: You are working from 1pm to 6pm every Monday except the last Monday of the month. Write these shifts in the calendar.

Answer: No written response required here.

Task completed: Yes: ☐