



## Task Title: Learning and Time Management Tracker B

### OALCF Cover Sheet – Practitioner 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

### Notes for Instructors/Practitioners

This task has two parts, A and B. Part A must be completed first. In this task, Part B, the learner will reflect on how they are progressing towards the time management goals they set in Part A. Part B should be completed approximately two weeks after Part A. The learner will require the tracking sheets they completed in Part A in order to complete this task.

### 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:

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**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:

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

Answer:

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## Answers

Answers will vary.

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.1	writes simple texts to request, remind or inform			
	conveys simple ideas and factual information			
	demonstrates a limited understanding of sequence			
	uses sentence structure, upper and lower case and basic punctuation			
	uses highly familiar vocabulary			
E.2	sets realistic short- and long-term goals			
	identifies steps required to achieve goals			
	monitors progress towards achieving goals			
	identifies barriers to achieving goals			
	begins to adjust goals, activities, and timelines to address obstacles to achieving goals			
	monitors own learning			
	begins to identify ways to improve performance			

Task Title: LearningAndTimeManagementTrackerB\_P\_B2.1\_E.2

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):