

Task Title: Learning and Time Management Tracker A

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** The learner will track their learning and time management for a week, reflect on their findings, and then create a learning and time management plan.

**Main Competency/Task Group/Level Indicator:**

* Communicate Ideas and Information/Complete and create documents/B3.2a
* Understand and Use Numbers/Manage time/C2.1
* Understand and Use Numbers/Manage data/C4.2
* 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. Part A will take the learner at least seven days to complete, as activities are tracked for one week in order to complete these tasks.

You can print out seven copies of the tracker sheet so the learner can track their activities for a week, or you can electronically copy the tracker sheet seven times so they can complete the task digitally.

# Learner Information

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

Scan the “Learning and Time Management Tracker”, “Weekly Averages Tracker” and “Optimized Learning and Time Management Plan”.

**Learning and Time Management Tracker Date:**

|  |  |
| --- | --- |
| **Daily Activity** | **Time Spent on Activity** |
| **Example:** **Studying, Reading, Writing, and Skills Improvement** | **2.5 hours** |
| Studying, reading, writing, and skills improvement |  |
| School and classes |  |
| Family commitments |  |
| Sleeping |  |
| Personal care and grooming (e.g., bath or shower, getting dressed, doing your hair, putting on makeup, shaving etc.) |  |
| Meal preparation, cooking and eating |  |
| Exercise and sports |  |
| Socializing with friends or family |  |
| Alone time (relaxing, reading, watching TV, video games, Surfing the internet, etc.) |  |
| Transportation to school, work, appointments, etc. |  |
| Work and volunteer activities |  |
| Other (remaining hours) |  |
| **Total** | **24 Hours** |

**Weekly Averages Tracker Dates: Monday to Sunday**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Daily Activity** | **Amount of Time Spent Per Day (hours)** | | | | | | | **Weekly**  **Average**  **(hours)** |
| **M** | **T** | **W** | **Th** | **Fr** | **Sa** | **Su** |
| **Example: Mon. Sept 15 – Sun. Sept 21**  **Studying, Reading, Writing, and Skills Improvement** | **2.5** | **3** | **1** | **2.5** | **2** | **0** | **1** | **1.7** |
| Studying, reading, writing, and skills improvement |  |  |  |  |  |  |  |  |
| School and classes |  |  |  |  |  |  |  |  |
| Family commitments |  |  |  |  |  |  |  |  |
| Sleeping |  |  |  |  |  |  |  |  |
| Personal care and grooming (e.g., bath or shower, getting dressed, doing your hair, putting on makeup, shaving etc.) |  |  |  |  |  |  |  |  |
| Meal preparation, cooking and eating |  |  |  |  |  |  |  |  |
| Exercise and sports |  |  |  |  |  |  |  |  |
| Socializing with friends or family |  |  |  |  |  |  |  |  |
| Alone time (relaxing, reading, watching TV, video games, Surfing the internet, etc.) |  |  |  |  |  |  |  |  |
| Transportation to school, work, appointments, etc. |  |  |  |  |  |  |  |  |
| Work and volunteer activities |  |  |  |  |  |  |  |  |
| Other (remaining hours) |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  | **24 hours** |

**Optimized Learning and Time Management Plan Start Date:**

|  |  |  |
| --- | --- | --- |
| **Daily Activity** | **Time to Spend on Activity** | **Time of Day** |
| **Example:** **Studying, Reading, Writing, and Skills Improvement** | **3 hours** | **3pm-4pm**  **and**  **8pm-10pm** |
| Studying, reading, writing, and skills improvement |  |  |
| School and classes |  |  |
| Family commitments |  |  |
| Sleeping |  |  |
| Personal care and grooming (e.g., bath or shower, getting dressed, doing your hair, putting on makeup, shaving etc.) |  |  |
| Meal preparation, cooking and eating |  |  |
| Exercise and sports |  |  |
| Socializing with friends or family |  |  |
| Alone time (relaxing, reading, watching TV, video games, Surfing the internet, etc.) |  |  |
| Transportation to school, work, appointments, etc. |  |  |
| Work and volunteer activities |  |  |
| Other (remaining hours) |  |  |
| **Total** | **24 Hours** |  |

# Work Sheet

**Task 1a: Using the “Learning and Time Management Tracker”, record the amount of time you spend on each activity each day to the closest ½ hour.**

**Task 1b: Calculate the total “other” hours by subtracting the total of all activities from 24 hours. Repeat this exercise for seven days.**

Answer: No written response required here.

Task completed: Yes:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 2a: Use the “Weekly Averages Tracker” to calculate the average amount of time you spend on each activity per week. Copy the total hours per day for each activity from your “Learning and Time Management Tracker” into the appropriate day for each activity in the “Weekly Averages Tracker”.**

**Task 2b: Calculate the average time spent on each activity by totalling the amount for each activity and dividing by 7 days. Enter this percentage into the “Weekly Average (hours)” column.**

Answer: No written response required here.

Task completed: Yes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 3: What is the average amount of time you spend sleeping?**

Answer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 4: Which three activities do you spend the most time doing, apart from work and sleep?**

Answer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 5: What is the average amount of time you spend on studying, reading, writing and skills improvement?**

Answer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 6: Where can adjustments be made to your schedule to give you more time to devote to learning, skill development, reading, or writing?**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 7: Using the “Optimized Learning and Time Management Plan”, enter the amount of time you would like to devote to each daily activity.**

Answer: No written response required here.

Task completed: Yes:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 8: List at least two strategies you could use to meet your Optimized Learning and Time Management Plan goals.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Answers

Answers will vary.

Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| B3.2a | uses layout to determine where to make entries |  |  |  |
|  | begins to make some inferences to decide what information is needed, where and how to enter the information |  |  |  |
|  | follows instructions on documents |  |  |  |
| C2.1 | adds, subtracts, multiplies & divides whole numbers,decimals |  |  |  |
|  | understands chronological order |  |  |  |
|  | understands and uses common date formats |  |  |  |
|  | reads time on analog and digital clocks |  |  |  |
|  | identifies and performs required operation |  |  |  |
|  | represents dates and times using standard conventions |  |  |  |
|  | chooses appropriate units of measurement (e.g. hours, minutes, seconds) |  |  |  |
|  | interprets and represents time using whole numbers, decimals (e.g. .25, .5) and simple common fractions (e.g. ½, ¼ hour) |  |  |  |
|  | follows apparent steps to reach solutions |  |  |  |
|  | rounds to nearest minute or hour |  |  |  |
|  | uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) |  |  |  |
| C4.2 | makes estimates |  |  |  |
|  | calculates averages (mean) and percentages |  |  |  |
|  | selects appropriate steps to solutions |  |  |  |
| 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 |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**