



Task Title: Learning and Time Management Tracker A

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 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

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:
