Task Title: Learning and Time Management Tracker A

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 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)			

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	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): _____