



Task Title: Plan One's Day

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: Plan one's day by sequencing activities in a daily agenda.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage time/C2.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

In work, school, and in our day-to-day lives, we often record activities in agendas or day timers. We can track how we are spending our time and ensure we are not missing important tasks or appointments.

Look at the "Daily Activity List" and "Daily Agenda".

Daily Activity List

This is a list of activities that need to be completed by the end of the day. Except for lunch, always allow a minimum of 15 minutes between meetings or tasks. Sometimes activities can take a bit longer than you had scheduled so it is a good idea to plan a few minutes of extra time.

Onsite tasks

- Meet with another staff member: 1/2 hour
- Meeting with boss: 1 hour
- Check and answer email: 30 minutes (required twice daily)
- Complete three agenda items from a meeting. Each item will take 45 minutes

Offsite tasks (these tasks require travelling time)

- Meeting with project partner at 2pm: 1-hour meeting time and 15-minute travelling time both there and back to the office

Daily Agenda

Date:	Name:
Time	Activity
A.M.	
8:30 - 8:45	
8:45 - 9:00	
9:00 - 9:15	
9:15 - 9:30	
9:30 - 9:45	
9:45 - 10:00	
10:00 - 10:15	
10:15 - 10:30	
10:30 - 10:45	
10:45 - 11:00	
11:00 - 11:15	
11:15 - 11:30	
11:30 - 11:45	
11:45 - 12:00	
P.M.	
12:00 - 12:30	Lunch
12:30 - 12:45	
12:45 - 1:00	
1:00 - 1:15	
1:15 - 1:30	
1:30 - 1:45	
1:45 - 2:00	
2:00 - 2:15	
2:15 - 2:30	

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2:30 - 2:45	
2:45 - 3:00	
3:00 - 3:15	
3:15 - 3:30	
3:30 - 3:45	
3:45 - 4:00	
4:00 - 4:15	
4:15 - 4:30	
4:30 - 4:45	
4:45 - 5:00	

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Work Sheet

Task 1: Complete the Daily Agenda using the Daily Activity List.

Answer: No written response required here.

Task completed: Yes: