



Task Title: Write a "To Do" List

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 write a "to do" list.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.1a

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

“To-do” lists are used to remember a list of tasks. A “to-do” list might be used at work to remember tasks you must complete, at school to remember steps needed to complete homework assignments, or at home to remember items and errands needed to get ready for an event. Often, a space or box is placed beside each item so that the user can check off the item once it is complete. Look at the sample “to-do” list.

Sample “to-do” list

“To-do” list for planning the club pot-luck lunch

- ✓ Decide on the date and time for the pot-luck lunch for the club
- Call the club manager to book the space for the pot-luck lunch
- Make e-invitation for the pot-luck lunch with the date and time
- Email the invitation to the club members
- Buy paper plates, cups, and napkins
- Buy box of chocolates for a door prize
- Buy banana bread ingredients
- Borrow loaf pan from Francie
- Bake the banana bread
- Make door prize tickets
- Pack items for lunch in rolling suitcase
- Go to the lunch ½ hour early to set up tables and chairs

Work Sheet

Choose an activity you need to complete. For example, perhaps you need to plan a staff meeting, write an essay or assignment, or plan a child's birthday party. You can use one of these examples or choose your own activity.

Task 1: Use the template to create a list of things you need "to do" to complete your activity.

Answer:

Things to do for _____
