



Task Title: Plan One's Day

Learner Information and Tasks:

In this task you will complete a schedule with activities that need to be completed in one working day. Each activity will have an amount of time given. Some activities will be completed offsite.

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

Daily Activity List

Except for lunch, always allow a minimum of 30 minutes between meetings or activities or tasks as sometimes activities can take a bit longer than you had scheduled.

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 3 agenda items from a meeting- each item will take 30 minutes

Off site tasks - these tasks require travelling time

- Meeting with project partner at 2 pm - 1 hour meeting time and 30 minute travelling time both there and back to the office



Daily Agenda

Date:	Name:
Time	Activity
A.M.	
8:30 – 9:00	
9:00 - 9:30	
10:00 - 10:30	
10:30 - 11:00	
11:00 - 11:30	
11:30 - 12:00	
P.M.	
12:00 - 12:30	Lunch
12:30 - 1:00	Lunch
1:00 – 1:30	
1:30 – 2:00	
2:00 – 2:30	
2:30 – 3:00	
3:00 – 3:30	
3:30 – 4:00	
4:00 - 4:30	
4:30 – 5:00	

Step 1

Step 2

Save file with your first name
and last initial