



Task Title: Dinner Party “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 create a task list for a dinner party, estimate how long each task will take, and then organize the tasks into chronological order.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.1b
- Understand and Use Numbers/Manage time/C2.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

When planning an event, it is important to determine the tasks you need to complete beforehand. You can then plan your time and organize your schedule so that everything is finished in time.

Work Sheet

Task 1: You have invited five people to a dinner party at your house on Saturday night. Make a list of 10 tasks you will need to do before the party. Use a separate piece of paper or blank document on your computer to make your list.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Number the tasks on your list to show the order in which you will complete them.

Answer: No written response required here.

Task completed: Yes: ☐

Task 3: Next to each task, write down approximately how long it will take you to complete the task.

Answer: No written response required here.

Task completed: Yes: ☐

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Task 4: Your guests are arriving at 6pm. You will be completing all 10 tasks on your list on Saturday before 6pm. Using the order of tasks, and the time it takes to complete each task, make a schedule for yourself for Saturday. Include each task and when you will complete it on Saturday. Assume you can only work on one task at a time.

Answer: No written response required here.

Task completed: Yes: ☐
