Task-Based Activities for LBS

QUILL Learning Network

Task Title: Create a Flow Chart

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 identify a goal and create a flowchart to outline the steps to achieve this goal.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Complete and create documents/B3.3b

Materials Required:

- Pen/pencil and paper or computer or digital device

Learner Information

Goals are a road map or a personal guide to the future. Setting goals for a day, week, month and year allows you to envision what you want to do and how you will get there.

Look at the "S.M.A.R.T. Goal Setting" description, "Flowcharts" description, and "Patient Flowchart" example.

S.M.A.R.T. Goal Setting

What does S.M.A.R.T. goal setting stand for?

To make your goal S.M.A.R.T., it needs to be: Specific, Measurable, Attainable, Relevant and Timely.

Specific

What exactly do you want to achieve? The more specific your description, the more likely you are to reach your goal. Specific goal setting is the difference between "I want to be rich" and "I want to make $5,000 a month for the next ten years by creating a new software product".

Questions you may ask yourself when setting your goals are:

- What exactly do I want to achieve?
- Where?
- How?
- When?
- With whom?
- Why exactly do I want to reach this goal?

Measurable

Measurable goals mean identifying exactly what it is you will see, hear and feel when you reach your goal. This means breaking your goal down into steps that can be measured. For example, "being healthier" is not something that can be easily measured. "Not smoking everyday" is something that can be measured and tracked.

Measurable goals can go a long way in refining what exactly it is that you want, too. Defining how you will measure progress towards your goal will make it easier to reach.

Attainable

Is your goal attainable?

If you don't have the time, money or commitment to reach a certain goal, it may not be attainable right now. You may want to identify a smaller goal that is reachable at this point in your life.

Relevant

Do you actually want to achieve this goal? Why do you want to reach this goal? What is the objective behind the goal, and will this goal help you achieve that?
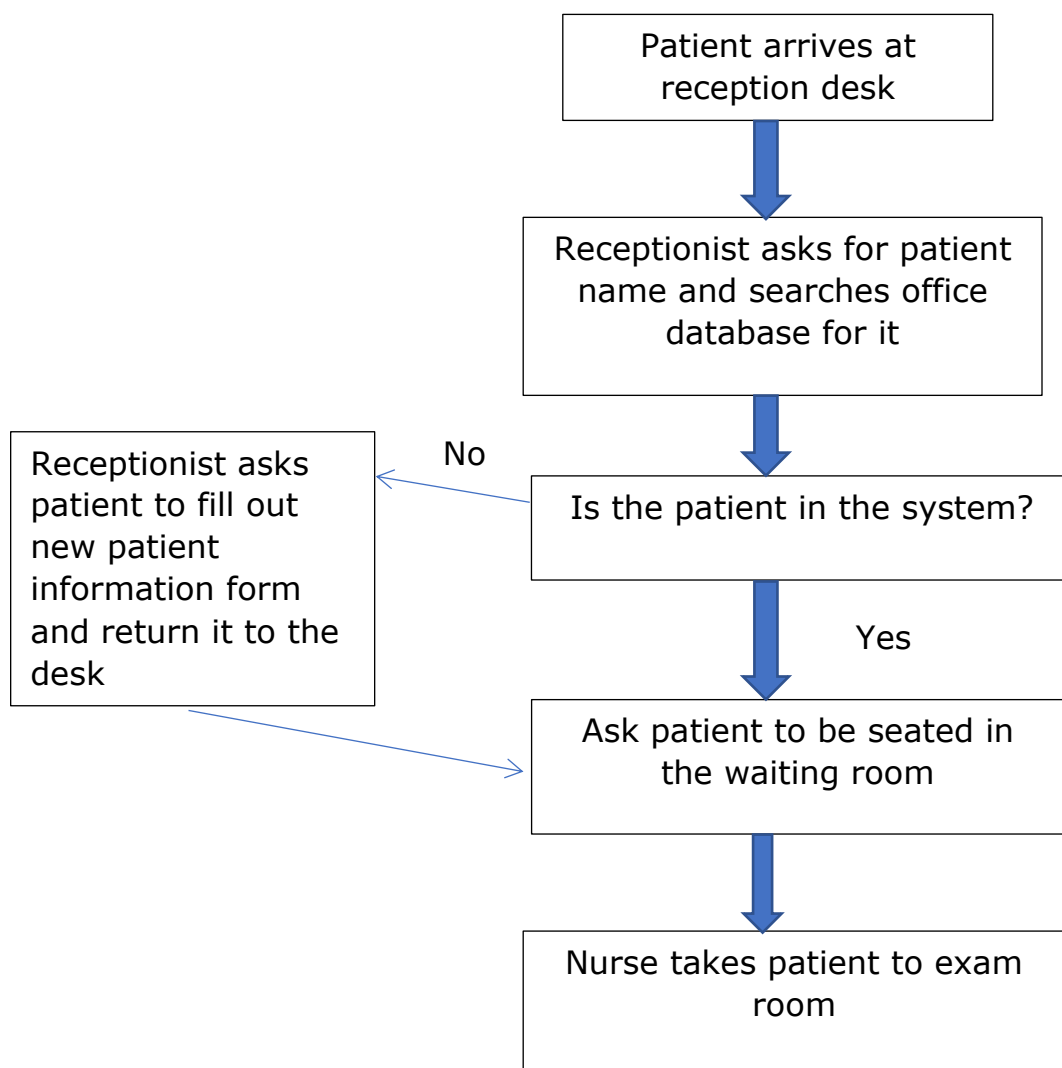
Timely

Make a tentative plan of the deadlines and timeline you will need to achieve your goal. Ask yourself what a realistic timeframe would be for reaching each step. If you have a goal, but do not set deadlines, it is much harder to make progress. Most people will commit to acting when there is a clear deadline for completing a task.

Flow Charts

Flow charts are an effective way to plot out your goals one step at a time. You can make a flow chart by breaking your goal down into small steps. Once you identify the steps required, draw boxes with arrows or lines connecting them. These can be vertical or horizontal. Place them in order from the first step to the last step.

Patient Flowchart

```
        ┌─────────────────────────┐
        │   Patient arrives at    │
        │     reception desk      │
        └────────────┬────────────┘
                     ↓
        ┌─────────────────────────┐
        │ Receptionist asks for   │
        │ patient name and        │
        │ searches office         │
        │ database for it         │
        └────────────┬────────────┘
                     ↓
┌──────────────┐ No ┌─────────────────────────┐
│ Receptionist │←───│ Is the patient in the   │
│ asks patient │    │ system?                 │
│ to fill out  │    └────────────┬────────────┘
│ new patient  │                 │ Yes
│ information   │                ↓
│ form and      │    ┌─────────────────────────┐
│ return it to  │───→│ Ask patient to be       │
│ the desk      │    │ seated in the waiting   │
└──────────────┘    │ room                    │
                    └────────────┬────────────┘
                                 ↓
                    ┌─────────────────────────┐
                    │ Nurse takes patient to  │
                    │ exam room               │
                    └─────────────────────────┘
```

Work Sheet

Task 1: Write down a goal you have that could be broken down into at least four smaller steps. Use the "S.M.A.R.T. Goal Setting" description to help define a goal.

Answer:

_____

Task 2: Using the "Flowcharts" description and "Patient Flowchart" example, create a flowchart for your goal. You may use additional paper if required.

Answer:

Answers

Answers will vary.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes connections between sentences and between paragraphs in a single text			
	reads more complex texts to locate a single piece of information			
	follows the main events of descriptive, narrative and informational texts			
B3.3b	follows conventions to display information in more complex documents (e.g. use of abbreviations, symbols)			
	sorts entries into categories and subcategories			
	displays many categories of information			
	organizes information in a variety of ways			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):   Learner (print):

_____   _____

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