



OALCF Task Cover Sheet

Task Title: Learning and Time Management Tracker - Part B

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ___ Apprenticeship ___ Secondary School ___ Post- Secondary ✓ Independence ___	
Task Description: In this activity, the learner will track their learning and time management for a week, reflect on their findings, and then create an optimized learning and time management plan.	
Competency: B: Communicate Ideas and Information C: Understand and Use Numbers E: Manage Learning	Task Group(s): B2: Write continuous text B3: Complete and create documents C2: Manage time C4: Manage data E2: n/a
Level Indicators: B2.1: Write brief texts to convey simple ideas and factual information B3.2a: Use layout to determine where to make entries in simple documents C2.1: Measure time and make simple comparisons and calculations C4.2: Make low-level inferences to organize, make summary calculations and represent data E.2: Set realistic short- and long-term goals, use a limited number of learning strategies, and monitor own learning	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none"> • Task sheets and Practitioner Notes • <i>Learning and Time Management Tracker</i> sheets, <i>Weekly Averages Tracker</i>, and <i>Optimized Learning and Time Management Plan</i> • Calculator • Pencil, pen, extra paper 	

Practitioner Notes

This task has two separate parts, Part A and Part B. Part A is a prerequisite for Part B. Part B is to be completed two weeks after Part A.

Provide the learner with seven copies of the tracker sheet, which is enough for one week. This activity provides the learner with an overview of their day-to-day activities, therefore, it is recommended that the learner input their hours at the end of each day.

Review the Daily Activity list on the Tracker sheet with the learner. The learner may require a detailed explanation of these activities. For example, the ‘Personal Care, Grooming’ section includes having a bath or shower, using the toilet, doing your hair, putting on makeup, and shaving.

The results of this task will help the learner to understand if there has been any improvement in their learning and time management skills.



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Learner Information and Task

In two weeks, return to this activity and fill out the original Learning and Time Management Tracker sheet once again. The original Tracker sheet was filled out in task Part A.

Task 1: What progress have you made towards your optimized schedule?

Task 2: What barriers, if any, prevented you from achieving your goals?

Task 3: What are some steps that you can take to improve your chances of success going forward?



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Learning and Time Management Tracker

Date: _____

Daily Activity	Time Spent on Activity	Average Hours per Day	Percentage of Total Hours per Day
Example: Studying, Reading, Writing, and Skills Improvement	2 hours 30 min	2.50	$2.50 / 24 \text{ hours} \times 100 = 10.42\%$ or 10%
Studying, Reading, Writing, and Skills Improvement			
School, Classes			
Family Commitments			
Sleeping			
Personal Care, Grooming			
Meal Preparation, Cooking, Eating			
Exercise, Sports			
Socializing (<i>with friends or family</i>)			
Relaxing, TV, Video Games, Surfing the Web (<i>alone time</i>)			
Transportation (to school, work)			
Work (paid), Volunteer Work			
Other (remaining hours)			
	Total: 24 Hours		100% of Day

Adapted from: *Study Guides and Strategies*, <http://www.studygs.net/schedule/>



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Weekly Averages Tracker **Dates:** Monday _____ to Sunday _____

Daily Activity	Daily Percentages							Weekly Average %
	M	T	W	Th	Fr	Sa	Su	
Example: Mon. Sept 15 - Sun. Sept 21 Studying, Reading, Writing, and Skills Improvement	7%	9%	8%	8%	6%	10%	13%	(8.7%) 9%
Studying, Reading, Writing, and Skills Improvement								
School, Classes								
Family Commitments								
Sleeping								
Personal Care, Grooming								
Meal Preparation, Cooking, Eating								
Exercise, Sports								
Socializing (<i>with friends or family</i>)								
Relaxing, TV, Video Games, Surfing the Web (<i>alone time</i>)								
Transportation (to school, work)								
Work (paid), Volunteer Work								
Other (remaining hours)								



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Optimized Learning and Time Management Plan **Start Date:** _____

Daily Activity	Time to Spend on Activity	Time of Day
Example: Studying, Reading, Writing and Skills Improvement	3 hours	3:00pm - 4:00pm + 8:00pm - 10:00pm
Studying, Reading, Writing, and Skills Improvement		
School, Classes		
Family Commitments		
Sleeping		
Personal Care, Grooming		
Meal Preparation, Cooking, Eating		
Exercise, Sports		
Socializing (<i>with friends or family</i>)		
Relaxing, TV, Video Games, Surfing the Web (<i>alone time</i>)		
Transportation (to school, work)		
Work (paid), Volunteer Work		
Other (remaining hours)		
	Total: 24 Hours	

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B2.1	• writes simple texts to request, remind or inform			
	• demonstrates a limited understanding of sequence			
	• uses sentence structure, upper and lower case and basic punctuation			
	• uses highly familiar vocabulary			
B3.2a	• uses layout to determine where to make entries			
	• begins to make some inferences to decide what information is needed, where and how to enter the information			
	• follows instructions on documents			
C2.1	• adds, subtracts, multiplies and divides whole numbers and decimals			
	• understands chronological order			
	• understands and uses common date formats			
	• reads time on analog and digital clocks			
	• identifies and performs required operation			
	• represents dates and times using standard conventions			
	• chooses appropriate units of measurement (e.g. hours, minutes, seconds)			

	<ul style="list-style-type: none"> interprets and represents time using whole numbers, decimals (e.g. .25, .5) and simple common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$ hour) 			
	<ul style="list-style-type: none"> follows apparent steps to reach solutions 			
	<ul style="list-style-type: none"> rounds to nearest minute or hour 			
	<ul style="list-style-type: none"> uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) 			
C4.2	<ul style="list-style-type: none"> calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers 			
	<ul style="list-style-type: none"> makes estimates 			
	<ul style="list-style-type: none"> calculates averages (mean) and percentages 			
	<ul style="list-style-type: none"> identifies medians and modes 			
	<ul style="list-style-type: none"> collects, organizes and represents data using simple tables and graphs 			
	<ul style="list-style-type: none"> chooses and performs required operation(s); may make inferences to identify required operation(s) 			
	<ul style="list-style-type: none"> selects appropriate steps to solutions 			
	<ul style="list-style-type: none"> recognizes patterns and begins to identify trends in data (e.g. population, crime, demographic, inventory, injury) 			
	<ul style="list-style-type: none"> uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) 			
E.2	<ul style="list-style-type: none"> sets realistic short- and long-term goals 			
	<ul style="list-style-type: none"> identifies steps required to achieve goals 			
	<ul style="list-style-type: none"> monitors progress towards achieving goals 			
	<ul style="list-style-type: none"> identifies barriers to achieving goals 			



Task prepared for the Project “Using Technology to Facilitate Connections between Literacy and the Broader Community” (2014)

	<ul style="list-style-type: none">• begins to adjust goals, activities, and timelines to address obstacles to achieving goals			
	<ul style="list-style-type: none">• monitors own learning			
	<ul style="list-style-type: none">• begins to identify ways to improve performance			

This task: was successfully completed___ needs to be tried again___

Learner Comments

Instructor (print)

Learner Signature