

**OALCF Task Cover Sheet**

**Task Title:** Using an Organizer

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment ✓ Apprenticeship ✓ Secondary School ✓ Post Secondary ✓ Independence ✓	
<b>Task Description:</b> The learner will record special occasions, weekly tasks, appointments, and a contact list in a personal organizer.	
<b>Competency:</b> A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology(Optional)	<b>Task Group(s):</b> A1: Read continuous text A2: Interpret documents B3: Complete and create documents D2: Use Digital Technology(Optional)
<b>Level Indicators:</b> A1.1: Read brief texts to locate specific details A2.2: Interpret simple documents to locate and connect information B3.2a: Use layout to determine where to make entries in simple documents D2: Perform well-defined, multi-step digital tasks (Optional)	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"> <li>• Personal Organizer Information Sheet (following learner information and instructions)</li> <li>• Learner information and instructions (next page)</li> <li>• Weekly/Day Planner or Calendar or Computerized Calendar</li> <li>• Pen or pencil and paper</li> </ul>	

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**Learner Information and Tasks:**

You need to choose some form of a personal organizer – electronic or paper – which has a calendar and a section to write telephone numbers and addresses. Read the “Personal Organizer Information Sheet.”

- Task 1:** In each month in the organizer, record all of the special occasions that you and your friends and family celebrate.
- Task 2:** In the organizer, record your weekly repeated tasks under their particular days including any additional notes.
- Task 3:** In the organizer, record all appointments for doctors, dentist or other things under their particular days including any additional notes.
- Task 4:** In the organizer, record assignments for school or other tasks you need to do along with due dates under their particular days.
- Task 5:** Make a list of the people you contact most often. Write down their full names, addresses, email addresses and the contact phone numbers you use for them. Organize these contacts alphabetically and add them into your planner in the name/address section.

## Personal Organizer Information Sheet

Most of us think we will have no trouble remembering, until one day we forget an important task or someone's birthday. Using a personal organizer to help you keep track of appointments and responsibilities is one way to help with your time management.

The secret to the successful use of an organizer is using it as often as possible, for as many reminders as possible, so it becomes a habit. Take it with you when you go out and always put it in the same place when you are at home, so you will always know where to find it.

### Examples of different kinds of organizers:

- A small book organizer/calendar, such as those from a dollar store
- A computer software organizer such as Outlook
- A PDA (Personal Digital Assistant) which is a handheld computer for managing contacts, appointments and tasks. PDAs typically include a name and address database, a calendar, a To-Do list and a note taker.
- A cell phone or tablet organizer app. (*App* is short for *application*, which is a piece of software. It can run on the Internet, on your computer, or on your phone or other mobile electronic device.)
- A web-based organizer such as *Google Calendar*

When choosing your organizer, consider what will be the easiest and fastest for you to open, read, and write in. You will need to be able to add things to it when you are at the learning centre, work, a doctor's office, or out with your friends.

An electronic organizer has the advantages of providing alarms; sorting, organizing, and storing information more efficiently than paper planners; and easily exchanging information with other electronic devices and computers. However, they can be expensive and sometimes challenging to set up. If the electronic organizer is not for you, pick a paper and pencil model.



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<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
A1.1	<ul style="list-style-type: none"> <li>reads short texts to locate a single piece of information</li> </ul>			
	<ul style="list-style-type: none"> <li>decodes words and makes meaning of sentences in a single text</li> </ul>			
	<ul style="list-style-type: none"> <li>follow simple, straightforward instructional texts</li> </ul>			
A2.2	<ul style="list-style-type: none"> <li>Makes connections between parts of documents</li> </ul>			
	<ul style="list-style-type: none"> <li>Makes low-level inferences</li> </ul>			
B3.2a	<ul style="list-style-type: none"> <li>Uses layout to determine where to make entries</li> </ul>			
	<ul style="list-style-type: none"> <li>Begins to make some inferences to decide what information is needed, where and how to enter the information</li> </ul>			
	<ul style="list-style-type: none"> <li>Makes entries using a limited range of vocabulary</li> </ul>			
D2	<ul style="list-style-type: none"> <li>Selects and follows appropriate steps to complete tasks (optional)</li> </ul>			
	<ul style="list-style-type: none"> <li>Locates and recognizes functions and commands (optional)</li> </ul>			
	<ul style="list-style-type: none"> <li>Makes low level inferences to interpret icons and text (optional)</li> </ul>			

**This task:** was successfully completed \_\_\_ needs to be tried again \_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
Instructor (print)

\_\_\_\_\_  
Learner Signature