

P2W Skills for Success

Activity Set 6: Calendars, Planners and Schedules



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6.1: Getting Started

What? Different kinds of planners are available in paper or online.

FEBRUARY						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Employee:	Opal	Date:	2/28/20...
9:00	group orientation (to 10:30)		
10:00	10:30-11:00 plant tour		
11:00	meet with supervisor for individual orientation (to 12:00)		
12:00	lunch with Team B		
1:00	Human Resources dept. meeting re: wages & benefits (2 hrs)		
2:00			
3:00	attend Team B production meeting		
4:00	meet with supervisor re: rest of week (30 mins.)		
5:00			
6:00			

Why? To keep track of appointments, events and plans at home and at work

- Who?**
- ✓ Accounting clerks use calendars to check pay periods.
 - ✓ Students use planners to keep track of when assignments are due.
 - ✓ Community members read recreation centre schedules to figure out what activities will be taking place and when.

- What's involved?**
- Knowing when to use them
 - Understanding how they are organized
 - Interpreting headings, labels, legends, symbols
 - Scanning to locate details
 - Knowing how to enter information

How about you?



List some situations when you have used calendars, planners and schedules.

1. _____
2. _____
3. _____
4. _____
5. _____

How comfortable are you using these tools?

I need a lot of practice I'm very comfortable

1
2
3
4
5
6
7
8
9
10

6.2: Calendar

(page 1 of 2)

JANUARY				
Mon	Tues	Wed	Thu	Fri
2 Closed for New Year's	3	4	5	6 Dance
9	10 Elder Storytelling	11	12 Science Kidz	13 Dance
16	17	18 Elder Storytelling	19 Science Kidz	20 Dance
23	24 Yoga (ages 5 and up)	25 Music with Michelle	26	27 Dance
30	31			

6.2: Calendar

Read the childcare centre calendar, then answer the questions below.

1. For which month is this calendar?

2. On which date is the childcare centre closed?

3. What is scheduled on January 25?

4. On which day of the week are the science sessions scheduled?

5. How many times is Elder Storytelling scheduled this month?

6. What is scheduled to occur every Friday?

7. Can all children participate in the yoga session?

**Let's
Talk!**

- Why do you think the childcare centre makes a calendar of events?
- Where have you seen a calendar of events in your community?

6.3: Planner

This is a page from a new employee's planner. It shows what Opal has scheduled for her first day at work. Read the planner, then answer the questions below.

Employee: Opal		Date: 2/28/20__
9:00	group orientation (to 10:30)	
10:00	10:30-11:00 plant tour	
11:00	meet with supervisor for individual orientation (to 12:00)	
12:00	lunch with Team B	
1:00	Human Resources dept. meeting re: wages & benefits (2 hrs)	
2:00		
3:00	attend Team B production meeting	
4:00	meet with supervisor re: rest of week (30 mins.)	
5:00		
6:00		

Let's Talk!

- Why do you think Opal wrote out her schedule for the day?
- Describe a situation where a friend or family member promised to do something for you on a specific date and then didn't. How did that affect you?
- Describe a situation where you forgot about an appointment you had made. Who did it affect? How could you have avoided forgetting?

6.3: Planner

Read the planner again, then answer the questions below.

1. What month and day is the schedule for?

2. How many items does Opal have on her schedule?

3. What is the first thing Opal will do in the morning?

4. What time does the plant tour begin?


5. What time is the meeting with Human Resources scheduled to finish?

6. Who does Opal meet with at 3:00?

7. What time is Opal's last meeting scheduled to finish?

6.4: Employee Schedule

(page 1 of 2)

 Close Call							
July	SUNDAY 11	MONDAY 12	TUESDAY 13	WEDNESDAY 14	THURSDAY 15	FRIDAY 16	SATURDAY 17
CHANGES MUST BE APPROVED BY A SUPERVISOR							
Hours of Operation	CLOSED	9-9	9-9	9-9	9-9	9-8	12-5
BARNEY, CLIFF							
BERGER, LOUIS							11:45-5:00
CARROLL, BILL		8:45-1:00	8:45-1:00		8:45-1:00		
CHU, LYNN		8:45-2:00	1:00-5:00				
DAMIAN, ROGER							11:45-5:00
DERLAAR, ARNOLD				8:45-1:00	10:00-6:00	12:00-8:00	
FINKEL, GISELE			10:00-2:00				
GERARD, JAMES							
GRANT, FREDERIC							
ISMAIL, DAVID			2:00-9:00	2:00-9:00			
JONES, ALAN		8:45-1:00				1:00-5:00	
KELLY, STEVEN		1:00-9:00	8:45-1:00		1:00-9:00		
KOUTSIS, ROULA						5:00-8:00	
LEE, ELLEN							
MACKAY, RORY				5:30-9:00			
MAHMOUD, ALI		1:00-5:00	1:00-5:00			8:45-1:00	
MCINNIS, JUNE						8:45-1:00	
MCPHAIL, RON		8:45-2:00		10:00-5:00			
MIRA, LUIS					5:00-9:00		
NIELSEN, ROBYN							
PALMIERI, MARISA		1:00-5:00			8:45-1:00		
REZIEL, MARCUS		5:00-9:00					12:00-5:00
ROBBINS, KURT				8:45-1:00			
ROTHMANN, KATI					5:30-9:00		

Let's Talk!

- Who do you think is affected if an employee doesn't show up for a shift?
- What would you do if you saw your work schedule and realized you could not work an upcoming shift?

6.4: Employee Schedule

Read the schedule, then answer the questions below.

1. What time does the earliest shift begin Monday through Friday?

2. Which day has the most employees scheduled to work?

3. Who is scheduled to start work at 2:00 p.m. on Tuesday?

4. How many shifts is Steven Kelly scheduled to work?

5. Who will work until 8:00 p.m. on the 16th?

6. What time does Marcus Reziel start work on Saturday?

7. Calculate the number of hours Arnold Derlaar is scheduled to work on the 14th.

8. Calculate the total number of hours Ali Mahmoud is scheduled to work this week.

6.5: MS Word Templates

1. Check the box that describes what you can do using Word.

Tasks	Yes	A bit	No
a) Create a new document using a template.			
b) Add content to a template.			
c) Change formatting in a template.			

2. Need to learn more?



Yes, please!

Ask your instructor to help you learn or review these skills.



No, I'm good.

Use a Word template to create a calendar.

1. Create a new document using the calendar template.
2. Enter your schedule for this month or next month.
3. Change the formatting in the template.

Let's Talk!

- Review the template options in MS Word.
- Choose three templates.
- When might you use these in class, at home or at work?