

# P2W Skills for Success

## Activity Set 8: Lists Part 1



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## 8.1: Getting Started

### PART 1

List five things you need to do this week.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Let's Talk!

- Which tasks are the most urgent?
- Which tasks are the most important to get done?
- Which tasks do you think will take the longest?
- How much time do you think the tasks will take?
- Are there any tasks that require you to complete something else first?
- How did you organize your list (e.g., in the order you plan to complete the tasks, from most important to least important or some other way)?

## 8.1: Getting Started

### PART 2

#### What?

Writers and readers make and use lists to organize tasks.



#### Why?

To figure out and remember what needs to get done and to keep track of completed tasks

#### Who?

- ✓ Community members make to-do lists so that they know which errands they need to complete after work.
- ✓ Retail sales clerks prioritize tasks on their to-do lists to make sure that they complete the most important tasks first.
- ✓ Airplane pilots use checklists to make sure that they are ready to take off.

#### What's involved?

- Understanding how lists are organized
- Identifying tasks that need to be done
- Writing clearly and concisely
- Sequencing, prioritizing and scheduling tasks
- Estimating time requirements

#### How about you?



List some situations when you have made or used a list.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

How comfortable are you making and using lists?

I need a lot of practice

I'm very comfortable

1

2

3

4

5

6

7

8

9

10

## 8.2: To-do List A

Read Jeff's to-do list, then answer the questions below.

**From the Desk of:** Jeff

**Today's Date:** Jan 15

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Set up customer files

Speak with Tim about Friday's meeting

✓ Email Joanne re: new product

~~Phone~~ Email Raj to get his new number

Organize plant tour for J.M. for Friday

### Let's Talk!

- When do you think Jeff plans to complete these tasks?
- Why do you think Jeff made this to-do list?
- Which task(s) do you think have already been completed?
- In what ways is Jeff's list similar to or different from to-do lists you have made?

## 8.3: To-do List B

Read Percy's to-do list, then answer the questions below.

**Date:** Tuesday, May 16

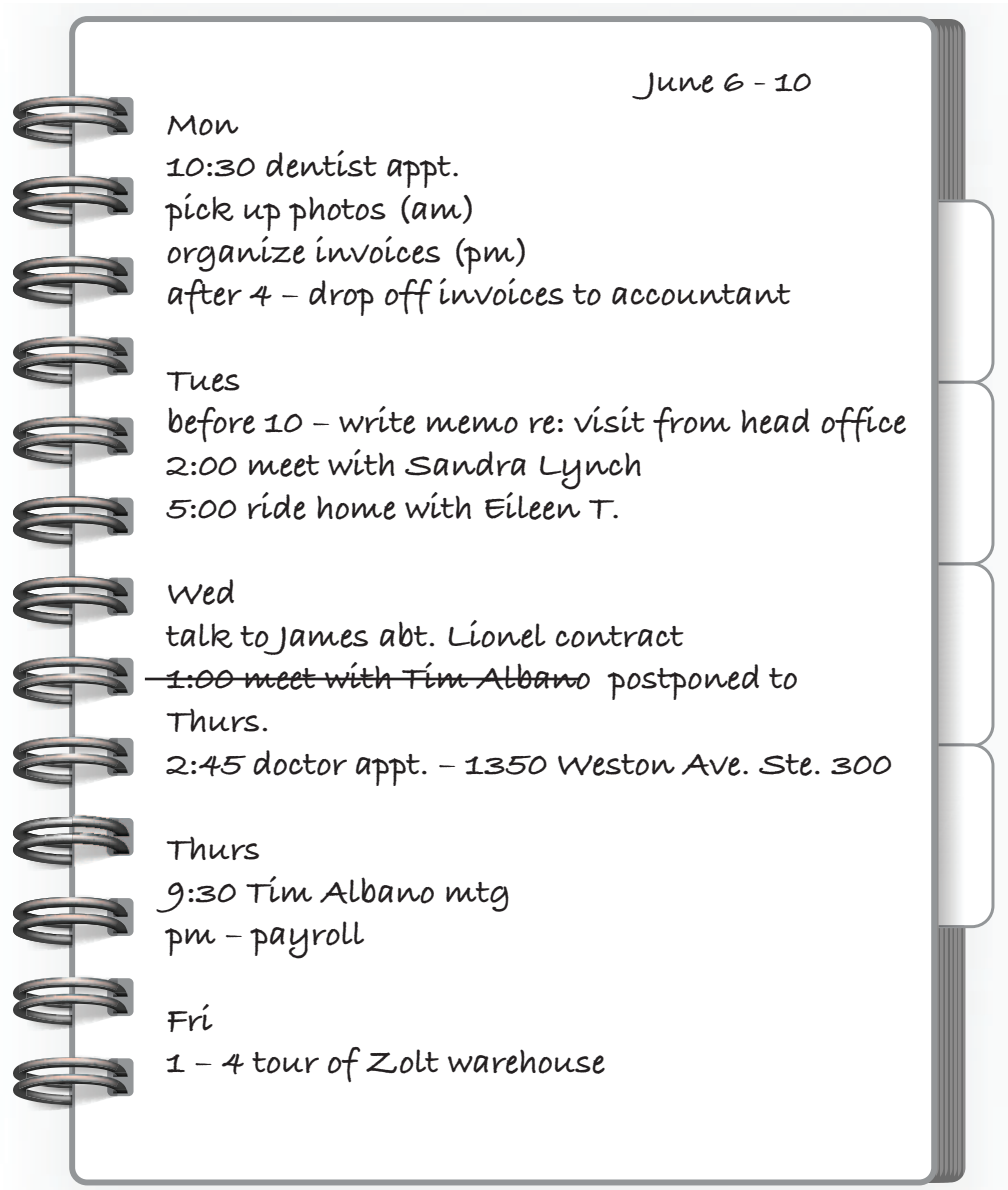
1. get Rightway file from Debbie
2. clear out storage area
3. order cleaning supplies
4. lunch with Sergei - 12:45
5. talk to Ted abt. air conditioning

### Let's Talk!

- When do you think Percy plans to complete these tasks?
- What do you think the numbering refers to?
- Which task do you think Percy will complete first?
- What is the last task Percy has planned for the day?
- In what ways is this list similar to or different from to-do lists you have seen or used?

## 8.4: To-do List C

Read Val's to-do list, then answer the questions below.



### Let's Talk!

- What headings does Val use to organize her list?
- Why do you think Val includes headings?
- Which abbreviations does Val use in her lists?
- In what ways is this list similar to or different from to-do lists you have seen or used?

## 8.5: Scenario

Read the workplace scenario, then answer the questions below.



### Abe at Work

Abe is the caretaker at a community recreation centre. He is responsible for making sure the facility and its grounds are clean and that all the equipment is in good working order.

Abe has a regular routine that allows him to get all his tasks done. Each morning when he arrives, he unlocks the doors to each room and does a quick visual check to see if anything has happened overnight that needs to be fixed. He prioritizes fixing anything that poses a safety risk, such as a broken lock, or clearing snow from the entryway.

Once he has dealt with any high priority items, he follows a regular cleaning routine.

The recreation centre manager sometimes asks Abe to complete other tasks in addition to his regular routine. For example, this afternoon the manager asks Abe to take an inventory of cleaning supplies. Normally in the afternoon, Abe washes all the floors. Abe tells his manager this and asks which task — the floors or the inventory — is a higher priority.

The manager confirms that the inventory is a high priority because he wants to order supplies. But knowing that the floors need to be cleaned, the manager asks Veronica to help Abe with the inventory. This way the inventory will be completed faster and Abe will have enough time to wash the floors, too.

### Let's Talk!

- What work does Abe prioritize when he arrives each day?
- What did Abe do when he realized he had more than one task to do at the same time?
- What are ways to manage when you have multiple demands on your time?

## 8.6: Checklist

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Read the cleaning checklist, then answer the questions below.

### STAFF ROOM CLEANING LIST

Week of: May 12-18

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Wipe inside of microwave	JM	MS	AP				
Clear tables	JM	MS	AP				
Wipe tabletops	JM	MS	AP				
Wash dishes, cups and cutlery	JM	MS	AP				
Put dishes and cups back in cupboards	JM	MS	AP				
Ensure chairs are returned to tables (4 per table)	JM	MS					
Empty garbage and recycling bins	JM	MS	AP				
Turn off lights	JM	MS	AP				

#### Let's Talk!

- Who do you think created this list?
- Who do you think uses the list?
- Where do you think this list is posted?
- Why do you think this list was created?
- How do you think this list is organized?
- In what ways is this list different from the other to-do lists you have seen?



## 8.6: Checklist

Refer to the cleaning checklist to answer the questions below.

1. How many tasks do employees need to complete?

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2. What is the last task employees should complete?

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3. How do employees show that they have completed a task?

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4. What two things need to be wiped?

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5. Which two items need to go back in the cupboard?

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6. How many chairs go with each table?

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7. On which day do you think Mary cleaned the staff room?

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8. Which task did AP not complete on Tuesday?

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