

# P2W Skills for Success

## Activity Set 9: Lists Part 2



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## 9.1: Sequencing

Lists are easier to use when the tasks on the list are organized. One way to organize tasks is to put them in the order in which they need to be completed. This is called sequencing. Sequencing can help you get your work done more efficiently.

When sequencing tasks, consider these questions, then answer the questions below:

- Which tasks are more of a priority?
- Is one task dependent on another?
- Will completing one task help someone else get their work done?

1. Sequence the steps you take to pay monthly bills.

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2. Sequence the steps you take to make a household repair.

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3. Sequence the steps you take to prepare for a fishing trip.

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## 9.2: Estimating Time

Estimating means making an educated guess. We use time estimates to help us prepare realistic to-do lists. To come up with a realistic time estimate, consider these questions:

- Have you done the same thing or something similar before?
- If so, how long did it take?
- What can affect how long an activity takes?

**Estimate how long the following activities would take.**

|                               | Time estimate | How did you estimate? | What could affect the time required? |
|-------------------------------|---------------|-----------------------|--------------------------------------|
| Cleaning a room in your house |               |                       |                                      |
| Getting to class              |               |                       |                                      |
| Packing for a trip            |               |                       |                                      |
| Getting to the airport        |               |                       |                                      |

## 9.3: Scenario

Read the workplace scenario, then answer the questions below.



### Julie at Work

It's late morning, the slowest time at the Route 6 Gas Bar. Julie takes advantage of this time of day to restock the shelves and refrigerators. She also checks whether the washrooms need more soap, paper towels or toilet paper. Julie tries to start these tasks early enough that she will be finished by noon regardless of what there is to do. Depending on the day, it can take anywhere from 30 minutes to an hour. She's come up with a system for checking what's needed, getting the supplies from the back, and putting them where they belong. The system saves her time.

The gas bar gets very busy at lunchtime and stays busy most of the afternoon. Julie has learned that if these tasks aren't done in the morning, it can be more difficult to manage customer demands in the afternoon.

### Let's Talk!

- Why do you think the amount of time Julie needs to complete her tasks changes from day to day?
- What do you think Julie considers when estimating how long she will need?
- How does Julie save time?
- Why doesn't Julie wait until the end of the day to deal with these tasks?
- Who is affected if Julie doesn't get all her tasks done in the morning?

## 9.4: Scheduling

Scheduling involves both sequencing and estimating. Follow these four steps when scheduling tasks.

| Step |   | Try it out!  |
|------|---|--|
| 1    | Think about what you would like to get done.              | On a blank piece of paper, make a list of all the activities you want to do this weekend. For example, you might want to run errands, visit friends or buy something.  |
| 2    | Decide which activity or activities should be done first. | Organize and prioritize the activities by thinking about which are most important. Place a number beside each activity to show what you want to do first, second, etc. |
| 3    | Consider how long each task will take.                    | Estimate how long each activity will take. Write down your estimate (in hours and/or minutes) beside each activity.  |
| 4    | Put remaining activities in order of priority.            | Use your prioritized activities and time estimates to set your schedule.   |

Use the table below to schedule your tasks for the weekend.

|           | Saturday | Sunday |
|-----------|----------|--------|
| Morning   |          |        |
| Afternoon |          |        |
| Evening   |          |        |

## 9.5: Using Technology

Mobile devices such as smartphones and tablets contain tools that can help you make and use to-do lists. You can also download applications (also called “apps”). An app is a type of software that allows you to perform specific tasks.

1. Have a look at the apps that are already on your mobile devices. Find out which ones can do these things:
  - Make lists of tasks.
  - Make checklists so that you can use them to check off tasks you have completed.
  - Set reminders.
2. Work with a partner to do these things:
  - Choose an app on your mobile device or download a free app.
  - Figure out the capabilities of the app and how to use them.
  - Create a poster with the name of the app, how it can be used and instructions for use. Present it to the class.