CURRICULUM RESOURCE

Digital Tools for the Workplace: aTimeLogger for iPhone and Android

OALCF ALIGNMENT

Competency	Task Group	Level
Competency A - Find and Use Information	A1. Read continuous text	2
Competency A -Find and Use Information	A2. Interpret documents	2
Competency B - Communicate Ideas and Information	B2. Write continuous text	1
Competency C - Understand and Use Numbers	C2. Manage time	2
Competency D - Use Digital Technology	N/A	1

Goal Paths (check all that apply)

☒ Employment
☒ Apprenticeship
☒ Secondary School Credit

☒ Postsecondary
☒ Independence

Embedded Skills for Success (check all that apply)

☒ Adaptability
☐ Collaboration
☐ Communication
☒ Creativity and innovation
☒ Digital

☒ Numeracy
☒ Problem Solving
☒ Reading
☒ Writing

NOTES: Part four of a six-part series on basic workplace and apprenticeship digital tools. Some icons may appear different in newer versions of the app.

ACKNOWLEDGEMENTS

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DIGITAL TOOLS
FOR WORKPLACE AND APPRENTICESHIP BASICS

Note for practitioners:

This series of **Skills for Success Curriculum Resources** is a beginner's guide to the certain handy digital tools for use in the workplace or on apprenticeships. The goal is to provide basics tools to employed learners, or learners seeking employment, so that they can thrive as employees.

This series looks at a range of apps, from imperial-to-metric conversion apps guides to measurement and business basics apps. The goal of the series is to give employees an expanded digital toolkit for use on the job.

These resources are learner-based and activity-focused, with each topic area serving as a walk-through of the information or technology, followed by personalized activities. The activities invite learners to respond to lesson material or explore their own ideas on the subject.

- Metric Conversions (for iPhone and Android)
- AR Ruler (for iPhone and Android)
- Tradify (for iPhone and Android)
- aTimeLogger (for iPhone and Android)
- St. John Ambulance (for iPhone and Android)
- Server Life (for iPhone and Android)

This is Section Four: aTimeLogger for iPhone and Android

DIGITAL TOOLS:
aTimeLogger

TABLE OF CONTENTS

Overview

aTimeLogger Overview

Time logging is a simple way to better understand how you use your time. It can help you see if you are making the most of your time. It can help you learn to use your time in more effective ways.

aTimeLogger is an app for iPhones and Android smartphones. It is designed to help you log what you do with your time. aTimeLogger will log all sorts of different activities, including time you spend on:

- work
- housework
- entertainment
- sleep
- transportation
- shopping
- using the internet

You can also add and remove activities to make the app more suited to you. It is very user friendly. You can begin logging your time with the tap of a button. It allows you to:

- see how much time you spend on activities over days, weeks, or months
- set goals for spending more time on some things and less on others
- set other goals for managing habits

Benefits of Keeping a Time Log

A time log is not just about recording your activities. It's also a way to help you improve your time management. For more help with time management, see the CLO resource: **Workplace Skills, Strategies, and Know-how: Time Management.**

Improving your time management has many benefits. Better time management means:

- better understanding how you use your time
- learning to plan and organize your time
- adjusting how you use your time to suit your needs
- having more time for what's important
- building goals toward the life you want

One of the most important benefits of time management is better balance. It is important to find a balance in life between:

- work and down time
- responsibilities and fun
- chores and self-care

When you understand how you spend your time, you can aim for balance. If you are working long hours, you may be missing out on time with your kids. If you are always cleaning and shopping, you may not be taking enough care of yourself.

Where does the time go?

The aTimeLogger app will help you see where your time goes. This will help you with your time management. The app is free to use but has a premium upgrade for a cost. So we will learn how to download the aTimeLogger app and get to know its main features.

But first let's talk about you.

Let's discuss!
What is **your** experience?

1. Have you ever used a time log before?   Yes ☐   No ☐

2. Do you manage your time well?   Yes ☐   No ☐

3. What activities do you spend most of your time on? Check the boxes that apply:

Work   ☐

Housework   ☐

Entertainment (TV, video games, reading, socializing)   ☐

Other responsibilities (childcare, shopping, paperwork)   ☐

Using your phone or the internet   ☐

4. What are the main challenges to you spending more time on the things you want?

5. What would you find challenging about using a time log app?

COMMUNITY LITERACY
OF ONTARIO
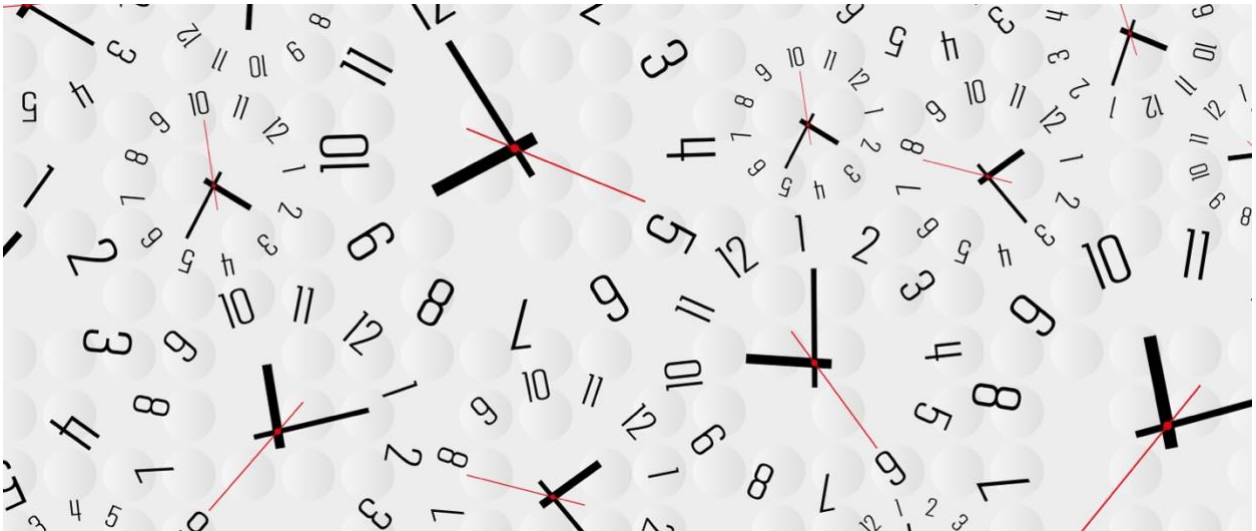
Downloading for iPhone

aTimeLogger App

Now we will get started using the aTimeLogger app for iPhone or Android smartphones. This app is a quick and fairly accurate way to perform measurements of all kinds. But first we need to download the app onto the phone.
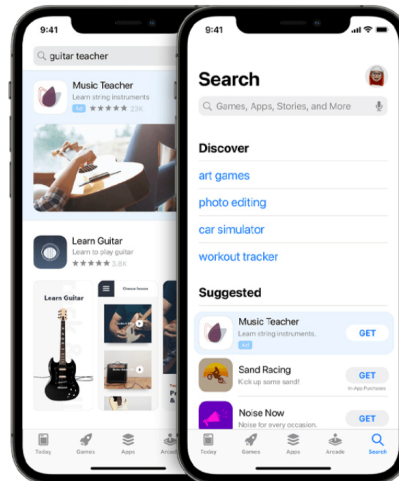
1. **Getting aTimeLogger for iPhone**

   If you have an **iPhone**, start here. (If you have an Android, skip to section 2.)

   Tap the App Store icon:

   The App Store looks like this:
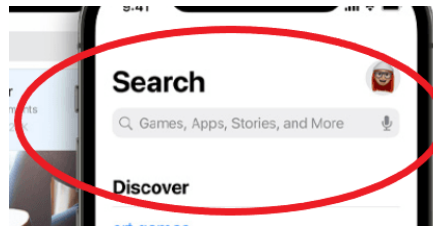
Type in the search bar:

aTimeLogger

Find the correct app. You may have to scroll down a little. Its icon looks like this:

Tap **GET**.

New Task!

Download the app.

- Follow the steps above and download the app.

- Make sure the icon appears on your phone.

- Once it's downloaded, skip ahead to section 3 and we will try it out!

Downloading for Android
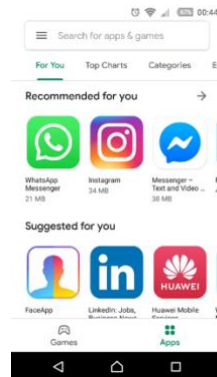
2. **Getting aTimeLogger for Android**

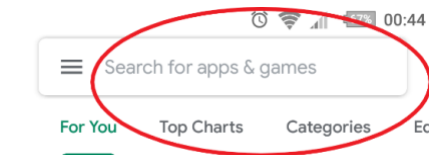If you have an **Android**, start here. (If you have an iPhone, skip to section 3.)

Tap the Google Play icon:

The Google Play store looks like this:

Type in the search bar:

aTimeLogger

Find the correct app. You may have to scroll down a little. Its icon looks like this:

Tap **GET**.

New Task!

Download the app.

- Follow the steps above and download the app.

- Make sure the icon appears on your phone.

- Once it's downloaded, skip ahead to section three and we will try it out!

Using ATimeLogger

3. Using aTimeLogger

When you have downloaded the app you will be given a short introduction.

It will highlight the app's main features:

- the **time tracking** function
- the **daily log** of your activities
- your **goals** for managing your time and your habits

aTimeLogger

Track time easily

Sign In

Sign Up

Skip

You will be asked to sign in or sign up. This is not necessary unless you upgrade at a cost. Just tap **Skip** and you can begin using the app.

Let's discuss!

What are your goals?

Time goals mean wanting to spend more or less time on some things. For example:

- spending more time with friends
- spending more time on self-care

Habit goals are things you would like to do more or less of. For example:
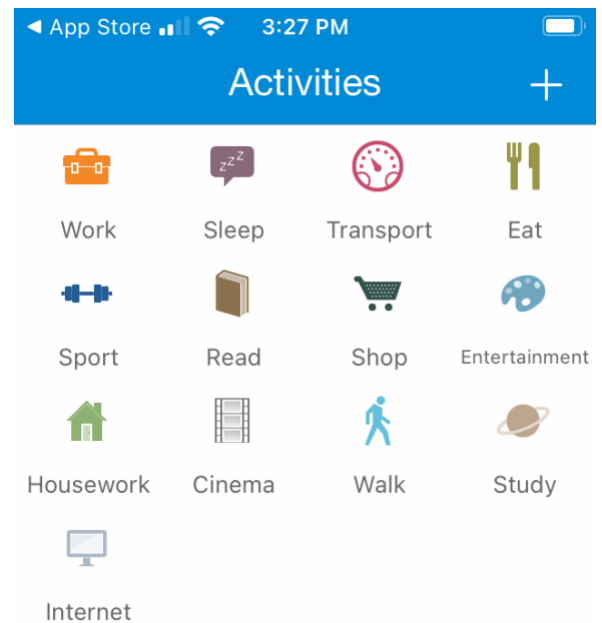
- exercising once a day
- drinking only one coffee a day

1. What are your time goals? List them below.

2. What are your habit goals? List them below.

The Time Tracking Function: Activities

aTimeLogger's main function is making it easy for you to track your activities.

The **Activities** screen looks like this. You can see that many common activities are included.

Using this screen is simple:

- Tap the activity that you are doing.
- The app begins to count the time for that activity.

You will always begin on this screen. You can return to it from other screens by tapping the **calendar** icon at the bottom:
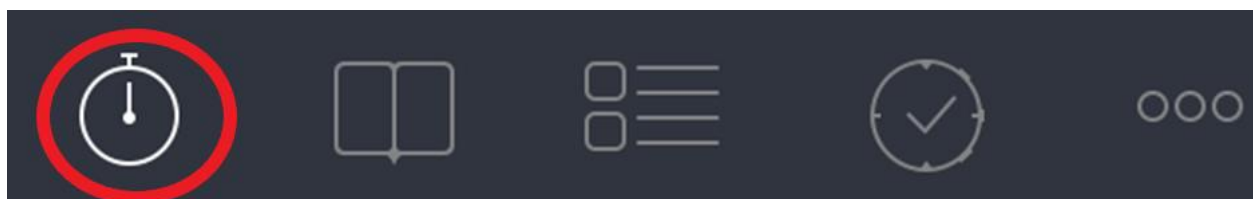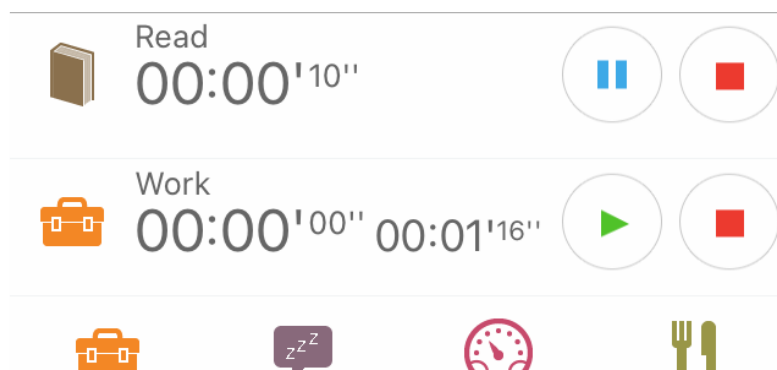
When you tap an activity, a clock begins. If you tap work, the clock will begin counting for work:
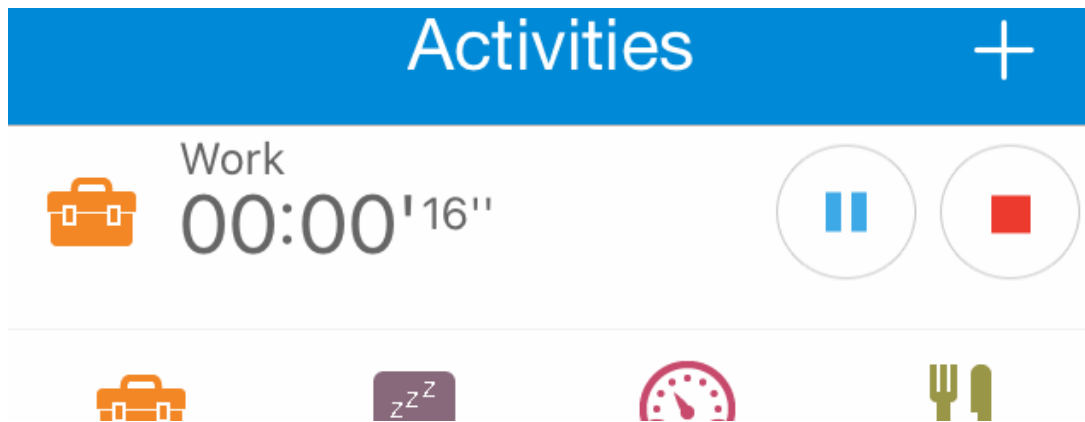

To create a time log:

- Tap the activity you are doing and the clock will start counting.
- When your activity changes, tap the app.
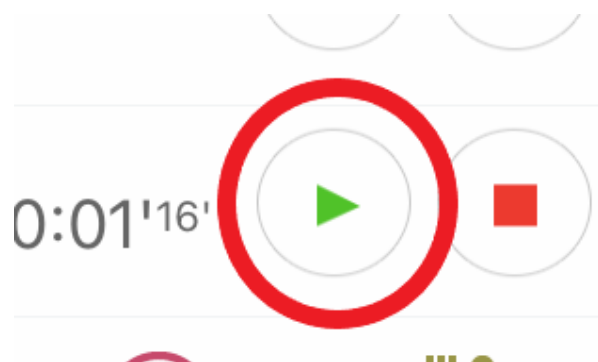- A new clock will begin counting the new activity.

You pause your work to read the newspaper. The app stops counting **Work**. It begins counting **Read**:

You stop reading to eat your lunch. The app pauses **Read**. It starts counting **Eat**. All three recent activities are still listed:
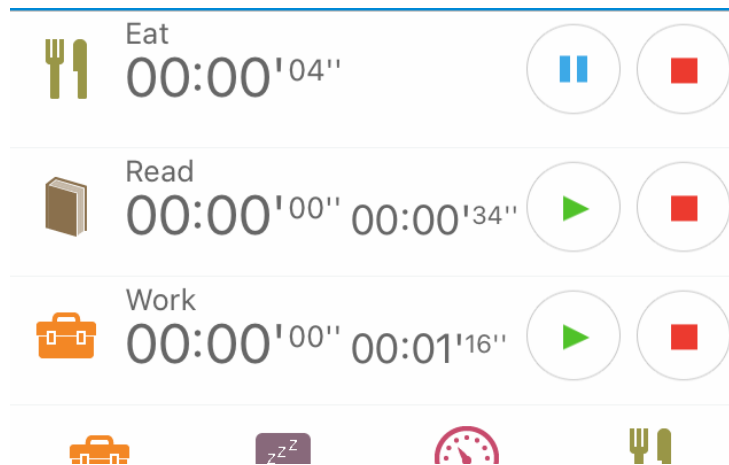
You can restart any of the listed activities by tapping the green triangle:

You can stop any activity by tapping the red square. You can pause any activity by tapping the blue pause button. If you tap Stop, the activity will disappear from the list.
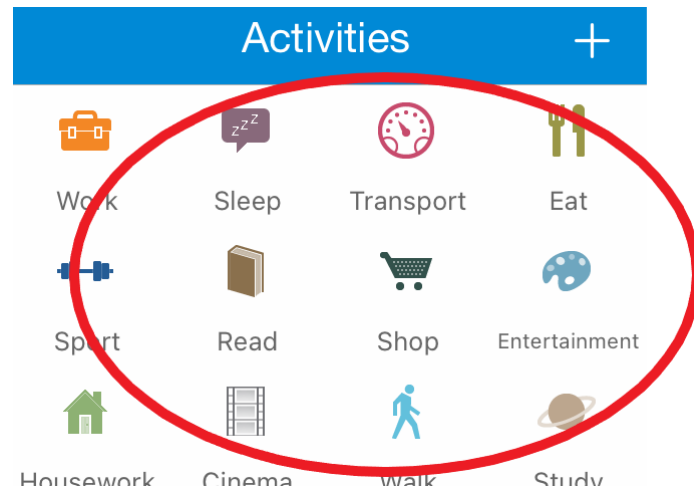
Now you try it.

Track some activities.

1. First, choose an activity:

Which did you choose?

2. Let the clock run for a minute or two.

3. Then, choose another activity:

Which did you choose?

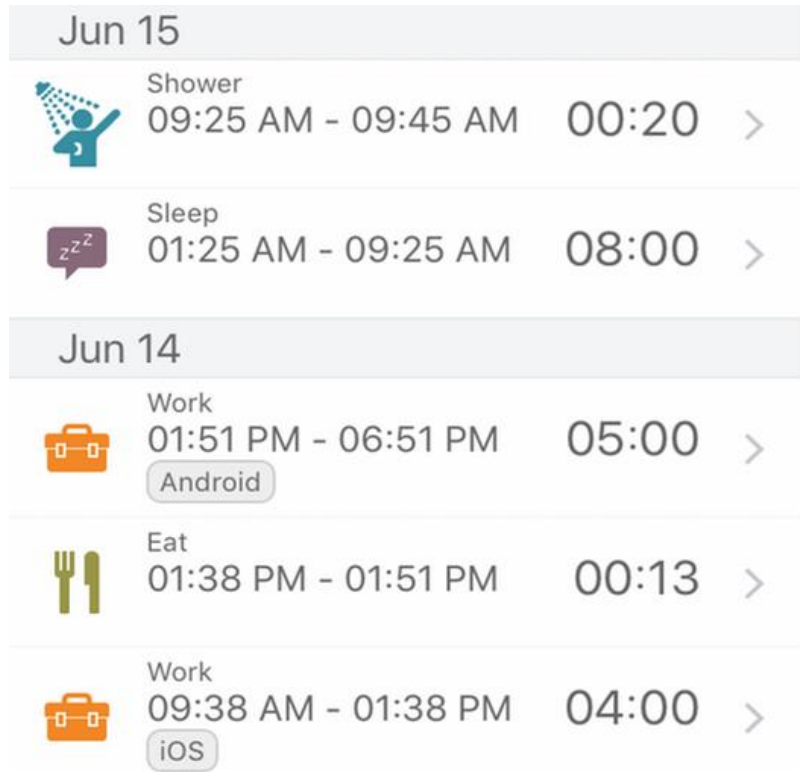4. Restart the first activity by tapping the green triangle.

5. Stop both activities by tapping the red squares.

Log

Once you begin tracking your activities, you will be able to see how much time you spend on things.

You can see this in the log:

You get to the log by tapping the open book icon at the bottom of the screen:

Jun 15			
	Shower	09:25 AM – 09:45 AM	00:20 >
	Sleep	01:25 AM – 09:25 AM	08:00 >
Jun 14			
	Work	01:51 PM – 06:51 PM [Android]	05:00 >
	Eat	01:38 PM – 01:51 PM	00:13 >
	Work	09:38 AM – 01:38 PM [iOS]	04:00 >

The log shows how much time you spend on activities daily, weekly, and monthly. Change from day to week to month by tapping the D, W, or M at the top.

Jan 5, Fri   D   W   M   .
Tracked:...

Now you try it.

Check on the activities you logged.

1. Tap the open book icon at the bottom of the screen:

2. Look at the list of activities logged there.

3. How much time did you spend on the first activity?

4. How much time did you spend on the second activity?

Types of Activities

The next section lists the type of activities that you have spent time on. It lists the activities so you can see how much time you spent on each.

When you tap an activity, you will arrive at a new screen.

It averages out how much time you spent on the activity over the last 30 days:
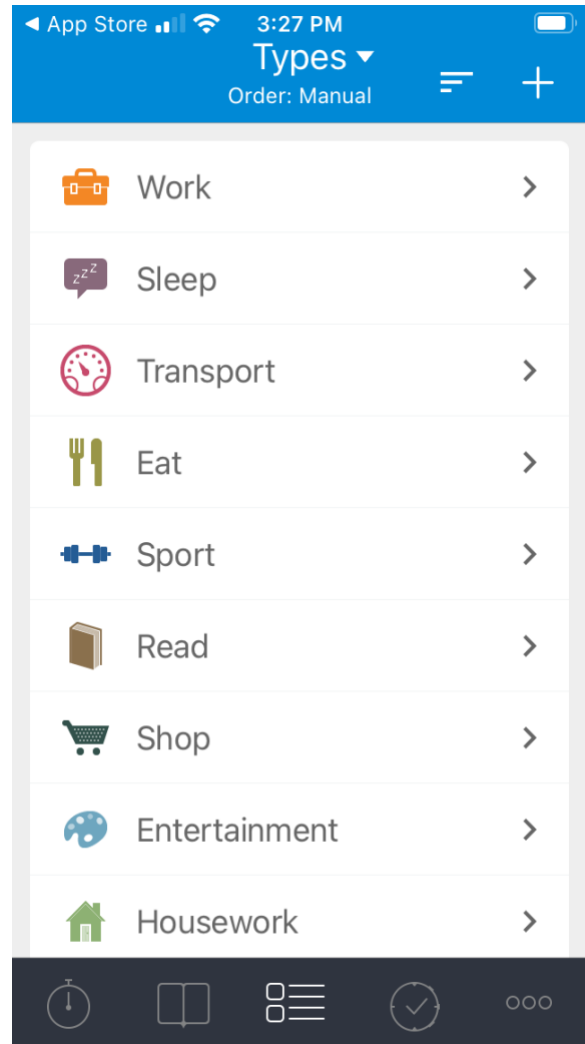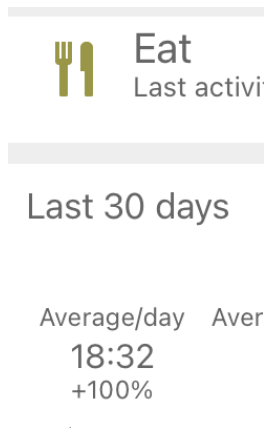
You can get to this section by tapping this icon at the bottom of the screen:

Now you try it.

Try the app out for real.

Record your activities for an entire morning.

1. The next time you have a morning at home, record all your activities.

2. Tap a new activity every time you start doing something new.

3. At lunch time, take a look at the log:

4. Also take a look at the Types screen:

5. In the chart below, list the activities you did and the time spent on each:

Activities	Time Spent

Goals

The final section of the app allows you to set up some **goals** for yourself.

Goals can be to:

- increase how often you do an activity
- limit how often you do an activity

You can get there by tapping the checkmark icon at the bottom of the screen:
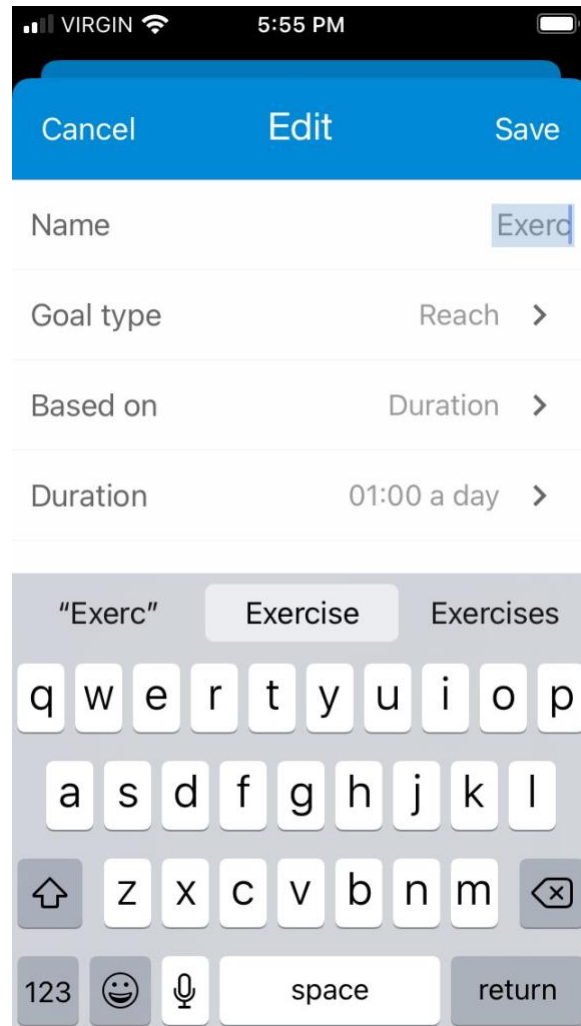

To create a new goal, tap the plus symbol in the top right corner:
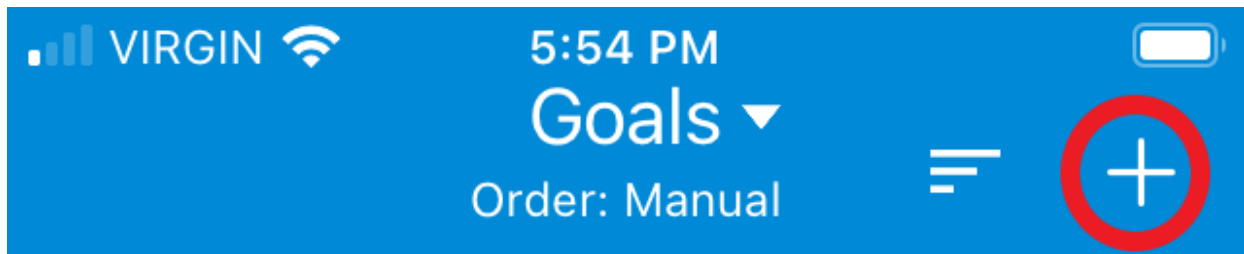
You will then be prompted to describe your goal. You will have to:

- name the goal

- choose whether it is a goal you want to reach or a limit you don't want to pass

- choose whether it's for an amount of time or a number of instances

- choose the length of time

- choose the type of activities you can do to fulfill your goal

Goal Type

If it's something you want to limit, choose Limit. If it's something you want to work toward, choose Reach:
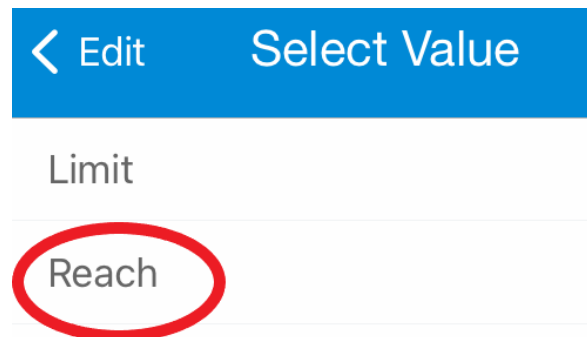
The pro version of the app allows you to set goals by the number of times you want to do things. If you only want to drink two coffees a day, for example. The free version of the app only allows you to set goals by duration of time. Like exercising for a half hour per day:
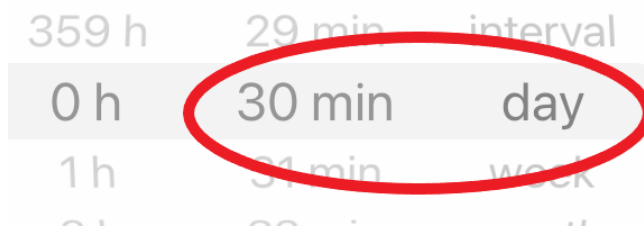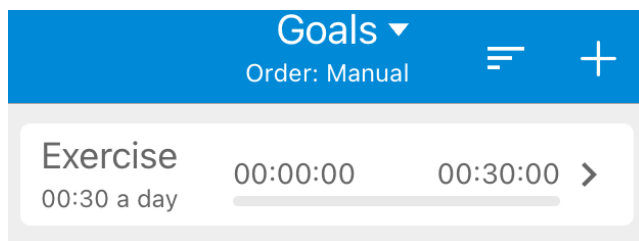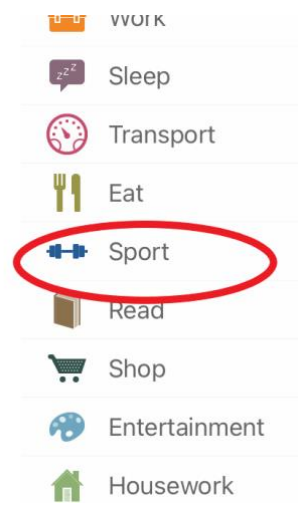

You must also choose the types of activities that will fulfil your goal:
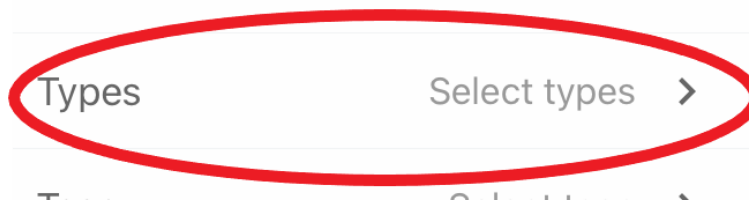
For example, if your goal is exercise, you might choose Sport:

As you log the time playing sports, the app will apply this to your exercise goal.

Now you try it.

Insert one of your goals.

1. Tap the checkmark icon at the bottom of the screen:

2. Tap the plus symbol in the top right corner,

3. Enter a name for one of your goals.

4. Choose whether it is a goal you want to reach or one you want to limit.

5. Choose a duration of time for your goal.

6. Choose the activities that will apply to your goal.

7. The next time you have a free day, log your activities and see whether you achieved your daily goal.

What was your goal: What was the duration:

Did you achieve your daily goal?   Yes   ☐   No ☐

Skills for Success

The **Skills for Success** (SFS) are the everyday skills Canadians need for work, learning and life. Several SFS are required for you to be successful using the aTimeLogger app:

- **Numeracy**. Numbers skills are essential when working with time. This app does a lot of the work for you. But it's always good to double check the numbers.

- **Digital**. The aTimeLogger app requires flexing your basic digital skills. You will need digital skills to download and navigate the app.

- **Problem Solving**. Using apps to make your life easier is a kind of problem solving. Identify the problem. Then think about it carefully. Then work toward a solution.

- **Creativity and Innovation**. Sometimes applying technology to on the job or apprenticeship problems is a way to show creativity and innovation. Keep learning new tools!

Learn more about the Skills for Success here:
https://www.canada.ca/en/services/jobs/training/initiatives/skills-success.html

➤ Also see the other resources in this series: **Digital Tools for Workplace and Apprenticeship Basic Skills**