

### Contents

	Foreword	
	Introduction	
1	Scope	
2	Normative references	
3	Terms and definitions	
4	Daily time management	
4.1	General	
4.2	Time awareness	
4.2.1	To be aware of the passage of time	
4.2.1.1	User needs	
4.2.1.2	Design recommendations	
4.2.1.2.1	Provide options that indicate decreasing time intervals	
4.2.1.2.2	Provide options that indicate increasing time intervals	
4.2.1.2.3	How time can be indicated using different modalities	
4.3	Orientation to time	
4.3.1	Orientation to time to know when activities or events will take place	
4.3.1.1	User needs	
4.3.1.2	Design recommendations	
4.3.1.2.1	Provide options for representing different time concepts	
4.3.1.2.2	Use established conventions where possible and appropriate	
4.3.1.2.3	Provide options representing time in a calendar	
4.3.1.2.4	How activities/tasks can be indicated in a calendar	
4.3.2	To know time within the day or night	
4.3.2.1	User needs	
4.3.2.2	Design recommendations	
4.4	Time management	
4.4.1	To estimate time needed for activities	
4.4.1.1	User needs	
4.4.1.2	Design recommendations	
4.4.2	To structure one's daily routines	
4.4.2.1	User needs	
4.4.2.2	Design recommendations	
4.4.3	To plan when to do things	
4.4.3.1	User needs	
4.4.3.2	Design recommendations	
4.4.4	To plan and manage time for undertaking multiple tasks	
4.4.4.1	User needs	
4.4.4.2	Design recommendations	
4.5	Adapting to time demands	
4.5.1	To adapt to time	
4.5.1.1	User needs	
4.5.1.2	Design recommendations	
Annex A	(informative) Various examples of design applications	
A.1	Examples of colours for the days of the week	
A.2	Examples of numbers and symbols for the days of the week	
A.3	Example of digital daily calendar	
A.4	Example of representation of the time period and the specific events within it	

**A.5 Example of a representation of time in a calendar in street signage**

**Annex B (informative) Rationale**

- B.1 Time awareness, possible outcome (4.2)**
- B.2 Orientation to time, possible outcomes (4.3)**
- B.3 Time management, possible outcomes (4.4)**
- B.4 To plan and manage time for undertaking multiple tasks, possible outcomes (4.4.4)**
- B.5 Adapting to time demands, possible outcomes (4.5)**

**Page count: 22**