ISO 21802:2019 (E)

Assistive products — Guidelines on cognitive accessibility — Daily time management

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) To plan and manage time for undertaking multiple tasks, possible outcomes (4.4.4) **B.4**
- Adapting to time demands, possible outcomes (4.5) B.5

Page count: 22