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Assistive products - Guidelines on cognitive accessibility - Daily time management (ISO 21802:2019)

Táto norma obsahuje anglickú verziu európskej normy.
This standard includes the English version of the European Standard.

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**Assistive products - Guidelines on cognitive accessibility -
Daily time management (ISO 21802:2019)**

Produits d'assistance - Lignes directrices relatives à
l'accessibilité cognitive - Gestion quotidienne (ISO
21802:2019)

Technische Hilfen - Leitfaden zur kognitiven
Zugänglichkeit - Tägliches Zeitmanagement (ISO
21802:2019)

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CEN-CENELEC Management Centre: Rue de la Science 23, B-1040 Brussels

EN ISO 21802:2021 (E)

Contents	Page
European foreword.....	3

European foreword

The text of ISO 21802:2019 has been prepared by Technical Committee ISO/TC 173 "Assistive products" of the International Organization for Standardization (ISO) and has been taken over as EN ISO 21802:2021 by Technical Committee CEN/TC 293 "Assistive products and accessibility" the secretariat of which is held by SIS.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by February 2022, and conflicting national standards shall be withdrawn at the latest by February 2022.

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Endorsement notice

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Assistive products — Guidelines on cognitive accessibility — Daily time management

*Produits d'assistance — Lignes directrices relatives à l'accessibilité
cognitive — Gestion quotidienne*



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ISO copyright office
CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Fax: +41 22 749 09 47
Email: copyright@iso.org
Website: www.iso.org

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Contents

	Page
Foreword	iv
Introduction	v
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
4 Daily time management	3
4.1 General	3
4.2 Time awareness	4
4.2.1 To be aware of the passage of time	4
4.3 Orientation to time	7
4.3.1 Orientation to time to know when activities or events will take place	7
4.3.2 To know time within the day or night	9
4.4 Time management	10
4.4.1 To estimate time needed for activities	10
4.4.2 To structure one's daily routines	11
4.4.3 To plan when to do things	12
4.4.4 To plan and manage time for undertaking multiple tasks	13
4.5 Adapting to time demands	14
4.5.1 To adapt to time	14
Annex A (informative) Various examples of design applications	15
Annex B (informative) Rationale	20
Bibliography	22

ISO 21802:2019(E)

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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This document was prepared by Technical Committee ISO/TC 173, *Assistive products*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Introduction

The time-dependent society of today places high demands on every citizen. How we use and manage our time is of great importance for daily life including employment and other domains of participation and well-being. There are cultural differences in how time is understood and used, and performance can vary in differing environments. Time management behaviours relate positively to perceived control of time, job satisfaction and health, and negatively to stress. Children, adolescents and adults living with various types of impairment might need support with daily time management. People with limited ability to manage time show a heightened dependence on others and greater need for support, exacerbating their inferior status and vulnerability. This introduction summarises the concepts and research that inform this document.

The evidence for the effectiveness of cognitive assistive products supporting daily time management (e.g. reminder systems for adults with acquired brain injury) is strong. Time devices can be both digital and analogue and include both mainstream products like smartphones or alarm clocks, and assistive products. Time devices can compensate for a lack of time management skills, and can increase independence and participation. It is known that assistive products are not always used as intended, and that non-use is frequently associated with a decrease of independence in everyday activities.

People with cognitive impairment who find electronic planning devices beneficial tend to use them. People with cognitive impairment and a low level of daily time management who use advanced electronic planning devices tend to be more influenced by environmental factors, such as support from professionals and services. Well-designed electronic planning devices that are matched to the individual user's needs result in greater dependency on those devices of the user. In other words, greater usability of assistive products for time management is associated with greater independence of the user. Research has also highlighted the necessity of adaptation of electronic planning devices to the individual user, regardless of whether it is a mainstream product or a specifically designed assistive product for time management. Therefore, the more that producers of time devices consider making the products easy to understand, easy to manage and motivating (i.e. usable), the more benefit for the individual user, for his/her environment and for society. It is highly recommended to actively engage people with cognitive impairments in the development and evaluation of products used in daily time management.

Although termed cognitive 'accessibility', this document will also adopt the concept of 'usability' to ensure that design principles are based on the unique experiences of users rather than on assumptions of human abilities. Usability reflects a combination of dimensions of effectiveness, efficiency and satisfaction, so it is necessarily a more individual and subjective assessment than accessibility, incorporating psychosocial factors and perceptions of how well an environment enables participation and inclusion. Within this document, usability functions as a framework for specifying design goals and evaluating their achievement.

This document specifies guidelines that are relevant to creating a daily time management support system. It focuses on identifying the critical variables in the design and construction of products (and common exceptions) that affect their usability for people with cognitive impairment. The document provides directions on how to think when manufacturing a product, when giving support and service, and when matching the product to the needs of the person and the environment regarding daily time management. This is done by presenting examples of user needs in relation to daily time management functions followed by design recommendations. The categories are:

- a) Time awareness;
- b) Orientation to time;
- c) Time management;
- d) Adapting to time demands.

Assistive products — Guidelines on cognitive accessibility — Daily time management

1 Scope

This document specifies principles of cognitive accessibility within the area of daily time management.

This document gives guidelines for design application for features and functions known to increase the accessibility of products and systems used to support daily time management for people with cognitive impairment regardless of age.

This document does not provide test methods and specific instructions for measuring and reporting.

NOTE ANSI/RESNA CA-1:2016 specifies features, measurement methods, and documentation for reporting the universal design specifications that support inclusion of individuals with cognitive impairment that might be applicable and beneficial to use for evaluating products and systems used to support daily time management.

2 Normative references

There are no normative references in this document.

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