



Institut luxembourgeois de la normalisation
de l'accréditation, de la sécurité et qualité
des produits et services

ILNAS-EN ISO 21802:2021

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)

08/2021



National Foreword

This European Standard EN ISO 21802:2021 was adopted as Luxembourgish Standard ILNAS-EN ISO 21802:2021.

Every interested party, which is member of an organization based in Luxembourg, can participate for FREE in the development of Luxembourgish (ILNAS), European (CEN, CENELEC) and International (ISO, IEC) standards:

- Participate in the design of standards
- Foresee future developments
- Participate in technical committee meetings

<https://portail-qualite.public.lu/fr/normes-normalisation/participer-normalisation.html>

THIS PUBLICATION IS COPYRIGHT PROTECTED

Nothing from this publication may be reproduced or utilized in any form or by any mean - electronic, mechanical, photocopying or any other data carries without prior permission!

ILNAS-EN ISO 21802:2021

EUROPEAN STANDARD **EN ISO 21802**

NORME EUROPÉENNE

EUROPÄISCHE NORM

August 2021

ICS 11.180.01

English Version

**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)

This European Standard was approved by CEN on 18 July 2021.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the CEN-CENELEC Management Centre or to any CEN member.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the CEN-CENELEC Management Centre has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.



EUROPEAN COMMITTEE FOR STANDARDIZATION
COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

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

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.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN shall not be held responsible for identifying any or all such patent rights.

Any feedback and questions on this document should be directed to the users' national standards body. A complete listing of these bodies can be found on the CEN website.

According to the CEN-CENELEC Internal Regulations, the national standards organizations of the following countries are bound to implement this European Standard: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

Endorsement notice

The text of ISO 21802:2019 has been approved by CEN as EN ISO 21802:2021 without any modification.

Assistive products — Guidelines on cognitive accessibility — Daily time management

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



**COPYRIGHT PROTECTED DOCUMENT**

© ISO 2019

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

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

Published in Switzerland

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