

Time Management – Cycle Four

Time Management

Websites – www.mindtools.com/pages/article/newHTE_00.htm & www.dartmouth.edu/~acskills/success/time.html

Resources – *Professional Development Program (PDP)*, Level 1, page 21, Section 1.3, *Succeeding in the World of Work*, 2008 Edition, Kimbell Vineyard, page 398, Chapter 18, Section 18.1 & 18.2.

Handouts – Activity Log, Quote Worksheets, Time Management Assessment

Scheduling

Websites - www.mindtools.com/pages/article/newHTE_00.htm & www.managementhelp.org/prsn_prd/basics.htm

Resources - *Professional Development Program (PDP)*, Level 1, page 21, Section 1.3, *Succeeding in the World of Work*, 2008 Edition, Kimbell Vineyard, page 398, Chapter 18, Section 18.1 & 18.2.

Handouts – Project Planning, To Do List, Prioritized To Do List

Setting Priorities/Goals, Using Your Time Effectively, Time Wasters and Strategies

Websites – www.studygs.net,

Resources – *Verbal Communication, Soft Skills for a Digital Workplace*, 2010 Edition, Butterfield

Handouts – Enclosed in the Career Development Binder

Name of Powered Curriculum: Career Development Program

Cycle Four: Time Management	
Goal(s): (1)Communication, (2)Organization, (3)Thinking, (4)Working and (5)Technology Skills	
<p>Big Idea (s):</p> <ul style="list-style-type: none"> • Communication Skills 1: These skills include receiving, attending to, understanding and responding to verbal and non-verbal messages. • Organizational Skills 2: These skills will devise and outline a process to achieve a goal and timeline, which will assist in managing multiple priorities. • Thinking Skills 3: These skills will allow you to use a process to identify goals and constraints, evaluate alternatives and reach conclusions. • Working Skills 4: These skills will allow you to demonstrate punctuality, follow through consistently and create a direction/vision to implement a system of accountability. • Technology Skills 5: In our ever changing society, learners must understand the purpose and proper procedures for using selected technology and equipment. 	
<p>Essential Question (s):</p> <ul style="list-style-type: none"> • How do you manage your time? • What time adjustments would you have to make in your schedule if you attended college? • How would you use a planner if you have a job and are attending college and what should your priorities be when scheduling your time? 	
Learning Outcomes	
<i>Students will:</i>	<i>As evidenced by:</i>
<p>Learn:</p> <ul style="list-style-type: none"> • How to manage time • How to develop strategies to modify a schedule • How to set priorities and use a planner 	<ul style="list-style-type: none"> • Create an activity log/planner and insert activities in blocks of time (1.1 – 1.7, 2.1 – 2.5, 3.1 – 3.6, 4.1, 4.3 - 4.5, 5.1 – 5.4) • Resolve a time conflict(s) by modifying or revising a log/planner (1.1 – 1.7, 2.1 – 2.5, 3.1 – 3.6, 4.1, 4.3 – 4.5, 5.1 – 5.4) • Resolve a time conflict (s) by setting priorities using a planner (1.1 – 1.7, 2.1 – 2.5, 3.1 – 3.6, 4.1, 4.2 – 4.5, 5.1 – 5.4)
Resources: <i>Professional Development</i> Program, Video, Computer Equipment, Microsoft Word and Excel	
Extension Activity: Guest Speaker, Mock Skits, Lecture and Group Discussion	
Common Formative Assessment(s)	Summative District Assessment(s)

Summary Sheet

Concepts:

Skills:

Big Ideas(s):

Essential Question(s):