

Career Prep

Randice Nelson

Goal: To earn the [Express Employment Professionals Career Preparedness Certificate](#)

Monday	1. To understand and demonstrate time management and goal-setting strategies.	<p>Step 1: Bell Ringer:</p> <ul style="list-style-type: none"> Have the students draw a picture about what time management means to them. <p>Step 2: Distribute the Vocabulary Handout</p> <p>Step 3: Show the <i>Introduction to Time Management & Goal Setting</i> video segment.</p> <ul style="list-style-type: none"> This video is four minutes long.. <p>Step 4: Administer the Introduction to Time Management & Goal Setting Check for Understanding.</p> <ul style="list-style-type: none"> The Check for Understanding is a short review of the content presented in the segment. <p>Step 5: Students should complete the Making it Count Activity.</p> <ul style="list-style-type: none"> Students are given a thought experiment about how they would spend \$86,400 in one day. 86,400 is the number of seconds in one day. <p>Step 6:</p> <ul style="list-style-type: none"> Discuss student responses to the Making it Count Activity and have the students turn in the activity at the end of class.
Tues	To understand and demonstrate time management and goal-setting strategies.	<p>Step 1: Bell Ringer:</p> <ul style="list-style-type: none"> Have the students respond to the following prompt: How do you manage your time? Discuss the responses as a class. <p>Step 2: Show the <i>Time-Management Strategies</i> video segment.</p> <p>Step 3: Administer the Time-Management Strategies Check for Understanding.</p> <ul style="list-style-type: none"> The Check for Understanding is a short review of the content presented in the segment. <p>Step 4: Students should begin the Time-Management Strategy Review Activity.</p> <ul style="list-style-type: none"> Students will use a time-management strategy of their choosing for three days. Afterward, they will write a review of their chosen time-management strategy.
Wed	To understand and demonstrate time management and goal-setting strategies.	<p>Step 1: Bell Ringer:</p> <ul style="list-style-type: none"> Have the students write a social media post about a goal they want to complete. <p>Step 2: Show the <i>Goal-Setting Strategies</i> video segment.</p> <ul style="list-style-type: none"> This video is four minutes long. <p>Step 3: Administer the Goal Setting Strategies Check for Understanding.</p> <ul style="list-style-type: none"> The Check for Understanding is a short review of the content presented in the segment. <p>Step 4: Students should begin the SMART Goals Activity.</p> <ul style="list-style-type: none"> Students will write one performance goal, one process goal and one outcome goal for themselves, answer questions and revise their goals based on SMART principles.
Thurs	To understand and demonstrate time management and goal-setting strategies.	Time-Management Strategy Review & Personal Timeline Project

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Fri	.	Guest Speaker
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