

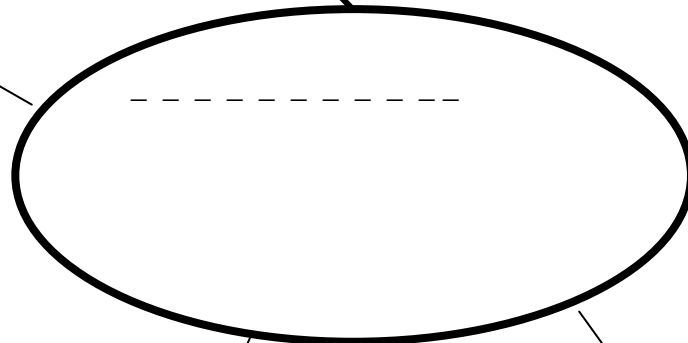
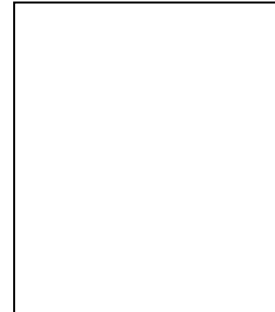
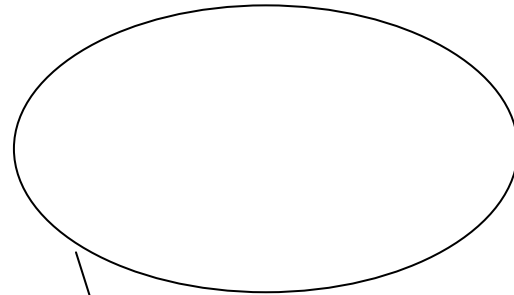
Learn communication, organizational, thinking, work related and technology skills.

LAST CYCLE Employment Expectations		CURRENT CYCLE Time Management – Cycle Four	NEXT CYCLE Communication		
UNIT SCHEDULE		Is about ↓			
Day 1	Define Time Management and brainstorm daily activities.	<p><i>Students learn, understand and apply time management strategies throughout their life.</i></p> <p><i>Students will compare & contrast log and describe time management cycle experience. 8 & 9</i></p> <p><i>Students will discuss time wasters, and priorities, develop strategies, and modify the log/planner. 3 & 4</i></p> <p><i>Students will discuss priorities, rank them and participate in one-minute challenge activity. 5 - 7</i></p> <p><i>Students will define time management and list their daily activities. Also, the students will create a 24-hr. log/planner. 1 & 2</i></p>			
Day 2	Discuss, demonstrate, create, and complete a daily log/planner.				
Day 3	Discuss time wasters and analyze how to manage time more effectively.				
Day 4	Develop strategies to modify the daily log/planners.				
Day 5-7	Discuss what is a priority, rank your priorities, and review strategies. One minute challenge activity.				
Day 8	Compare and contrast new daily log/planner to previous log.				
Day 9	Describe Time Management Experience				
Unit Self-Test Questions	<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? - If you are working and attending college, what should your priorities be when scheduling your time? 		Explanation	Unit Relationships	
			Process		
			Causality		
			Problem & Solution		

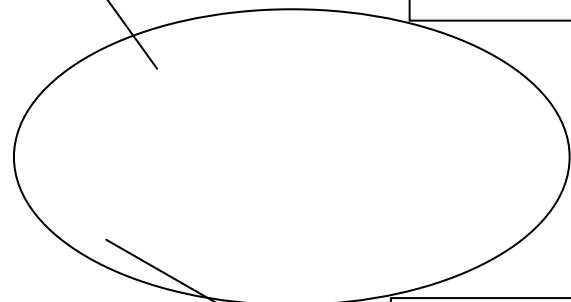
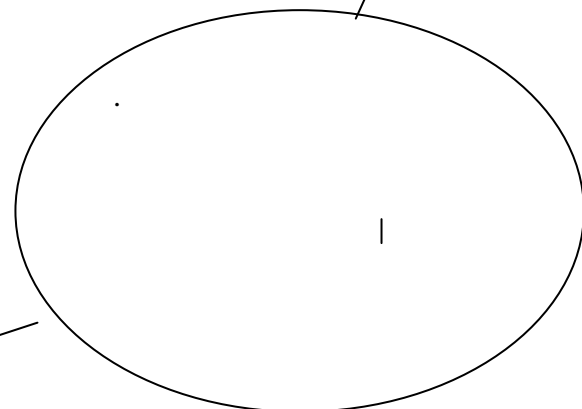
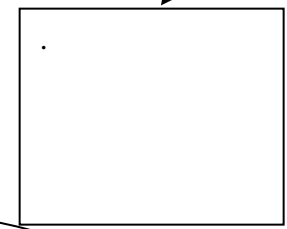
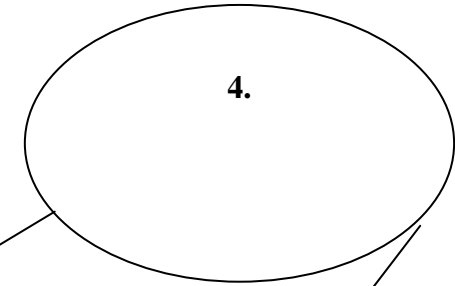
The Unit Organizer

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9. EXPANDED UNIT MAP



is about



10.
New
Unit
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