Be All You Can Be At Work

Technical Skills Grounded in Academics: Service Orientation

- **Essential Questions**
  - What is the impact of employee distractions on the company?
  - What are common distractions in the workplace?
  - How can I manage my time to avoid distractions in the workplace?
Be All You Can Be At Work
Technical Skills Grounded in Academics: Service Orientation

• Students will understand...
  – It is their job to manage their time at work.
  – There are many sources of distraction in the workplace including personal and professional.
  – How to incorporate strategies to maximize their time at work.
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• Students will know...
  – There are consequences for companies and employees who do not manage distractions in the workplace.
  – How to avoid distractions in the workplace.
  – How to identify methods to cope with distractions in the workplace.
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• Students will be able to...
  – Describe what it means to be “present” at work physically, emotionally, and intellectually.
  – Identify common causes of decreased productivity in the workplace and how to avoid them.
  – Utilize methods to increase productivity in the workplace.
• List all of the “roles” you play in your life. Example: daughter/son, employee, student, etc.
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• Objectives
  – Describe what it means to be “focused” and “present” at work physically, emotionally and intellectually.
  – Identify common causes of decreased productivity in the workplace and how to avoid them.
  – Utilize methods to increase productivity in the workplace.
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• Focus
  To concentrate attention on.

• Present
  To bring attention to.
**Technical Skills Grounded in Academics: Service Orientation**

1. Do you believe it is acceptable to check personal e-mail, texts, and social media sites during the work hours?  
   - Yes or no?  
   - Why or why not?

2. Do you believe it is acceptable to make personal contacts such as calling a doctor, bank, your child’s school or a realtor during work hours?  
   - Yes or no?  
   - Why or why not?

3. Is it acceptable to work on hobbies or other jobs while at work?  
   - Yes or no?  
   - Why or why not?
## Technical Skills Grounded in Academics: Service Orientation

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<tr>
<th>Potential Negative Impact</th>
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Tips for Increasing Productivity

1. Create to-do lists.
2. Weed out distractions.
3. Set ambitious, yet realistic goals.
4. Constantly ask yourself if what you are doing presently is productive.
5. Spend a few minutes preparing for the next day.
6. Sleep early and get up early.
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“4 Keys to Staying Focused at Work”

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