



**Career
Essentials:
*Foundations***





Planning To Plan

Workplace Skills: Planning, Organizing and Management

- Essential Questions
 - How do I go about prioritizing tasks?
 - What is the difference between tasks being “urgent” versus “important?”
 - How do I go about planning my week when faced with a long “to-do” list?
 - What process can I use to help me become more efficient and complete a project in the desired time frame?



Planning To Plan

Workplace Skills: Planning, Organizing and Management

- Students will understand...
 - Prioritizing tasks can help one become more efficient.
 - A process can be used to tackle tasks at work.
 - Before beginning a project, it is helpful to create a game plan that includes tasks, the timeframe, and the person responsible.



Planning To Plan

Workplace Skills: Planning, Organizing and Management

- Students will know...
 - The differences between “urgent tasks” and “important tasks”.
 - How to organize work.
 - A process that can be used in order to complete a project within the desire timeframe.



Planning To Plan

Workplace Skills: Planning, Organizing and Management

- Students will be able to...
 - Define “urgent tasks” and “important tasks.”
 - Categorize tasks as urgent and/or important.
 - Describe how categorizing tasks as urgent and/or important can assist with work efficiency.
 - Develop a plan for a project including tasks, the timeframe, and the person responsible.



You're hiring a new employee. One candidate is described as a planner, the other is described as a procrastinator. Which one would you hire? Why?





Workplace Skills: Planning, Organizing and Management



Objectives:

- Define “urgent tasks” and “important tasks.”
- Categorize tasks as urgent and/or important.
- Describe how categorizing tasks as urgent and/or important can assist with work efficiency.
- Develop a plan for a project including tasks, the timeframe, and the person responsible.





Workplace Skills: Planning, Organizing and Management



Urgent Tasks

Based on time

Important Tasks

Based on values and goals





Workplace Skills: Planning, Organizing and Management

Notes, Facts, and Quotes	Reflections and Observations	Compare/Contrast





Workplace Skills: Planning, Organizing and Management

#1

Urgent Tasks
Important Tasks

#2

Not Urgent Tasks
Important Tasks

#3

Urgent Tasks
Not Important Tasks

#4

Not Urgent Tasks
Not Important Tasks





Workplace Skills: Planning, Organizing and Management

