

Workplace Readiness Skills for the Commonwealth Grades 9 – 10 School

Professional Knowledge and Skills

15. Time, Task, and Resource Management: Organizes and implements a productive plan of work

Objective: Student will work with teacher to develop individual IEP goals.

Activities:

1. Students will brainstorm IEP goals in areas of need as they relate to their postsecondary goals.
2. Students discuss future aspirations and learn skills to advocate for self.
3. Allow student to lead IEP meeting discussing goals.

Resources for Activities:

www.imdetermined.org

Objective: Student will demonstrate time, task and resource management skills.

Activities:

1. Use a daily planner to keep us with assignments.
2. Develop a to do list for daily activities.
3. Develop a family budget.

<http://www.lessonplanspage.com/CIOMDDevFamilyBudgetOnSpreadsheet812.htm>

4. Use the worksheets to demonstrate appropriate time management abilities.

http://www.cteresource.org/attachments/atb/wrsc/effective_use_of_time.pdf