

Workplace Readiness Skills for the Commonwealth

Pre-school – K

School

Professional Knowledge and Skills

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

Objective:

1. The student will plan, participate in, and review work time activities (play activities) by self and with peers during the classroom day.

Activities:

1. Provide center time throughout the day involving playtime, academics and social activities.

2. Use a consistent schedule throughout school day.

3. Provide student with personal agendas and schedules using visual prompts, journals, etc.