

2020-2021

Packet

39

Vocational Read Aloud: Feeling Sick

Liam and Kayden work as tellers at the bank. They take turns going into work early in the morning to open the bank. It is Kayden's turn to open the bank. He wakes up and is not feeling well. Kayden is unsure of whether or not he will be able to work today. Kayden calls Liam and asks if he can open the bank, this is the fifth time Kayden has asked Liam to open the bank for him. Liam does not want to go to work early. He had a late night and was looking forward to sleeping in. Liam tells Kayden that he is tired and does not want to go. Kayden feels nauseous and thinks Liam should help him out. Liam feels that Kayden maybe faking a sickness and is not feeling sympathetic towards him. The bank needs to be opened in the next thirty minutes. Liam and Kaden are both feeling frustrated.

Discussion Questions: Feeling Sick

1. How do Liam and Kayden know each other?
2. Whose responsibility is it to open the bank today?
3. Why does Kayden call Liam?
4. How might Liam's reaction have been different if this was the first time Kayden had asked him to open the bank?

Student Think Sheet: **Feeling Sick**

I hear Kaden and Liam have a conflict about:

I think:

I wonder:

Name: _____ Date: _____

Problem Solving: **Feeling Sick**

1. Who is the conflict between?

3. Who do you think is at fault and why?

2. What is the conflict?

4. How do you think they should resolve the conflict?

Name: _____ Date: _____

Make a Connection: Feeling Sick

What would you do if a coworker repeatedly called in sick leaving you to fill in for them? How would it make you feel?

Name _____ Date _____ Period _____

Workplace Time Management Categorization Activity

Successful workers know how to manage their time well. **Directions:** Complete the table by categorizing the actions as something workers should *do* or *don't* do to manage time effectively.

Worker Actions	
<ul style="list-style-type: none"> ● know the deadlines for assigned tasks and projects ● minimize personal texts, calls, e-mails, and tasks ● underestimate the time required for a task ● avoid asking for help if it is needed ● use tools such as calendars and reminder alerts ● let distractions get in the way of work ● get enough sleep and eat well to stay energized ● be a perfectionist who cannot finish a task 	<ul style="list-style-type: none"> ● procrastinate or put off necessary tasks ● set realistic, attainable goals and standards ● create and follow a schedule ● waste time on unimportant or needless tasks ● forget to plan and prepare for the unexpected ● follow steps to avoid mistakes and rework ● say yes if unable to complete the request ● determine efficient ways to complete tasks

Do	Don't

Workplace Time Management Fill-in-the-Blank Activity

Read the 12 sentences related to workplace time management and use the terms from the word bank to fill in the blank lines. Use each term exactly one time.

Word Bank			
access	follow	management	task
avoid	improve	prepared	times
divide	lists	required	urgent

1. Analyze a _____ to determine the most efficient way to complete it.

2. High-priority tasks should be done right away because they are both _____ and important.

3. It is important to prepare and _____ an agenda to keep work meetings on track.

4. Turning off a personal cell phone is one way to _____ distractions while at work.

5. Group and complete similar tasks together to _____ efficiency.

6. Keep work areas, files and e-mails organized for quick and easy _____.

7. Plan a schedule based on realistic completion _____ for tasks and projects.

8. Create achievable "to-do" task _____ for the day, week, and month.

9. Good time _____ improves a worker's productivity and reduces stress.

10. Be aware of the time, steps, and materials _____ to complete tasks.

11. One way to avoid procrastinating is to _____ large tasks into smaller ones.

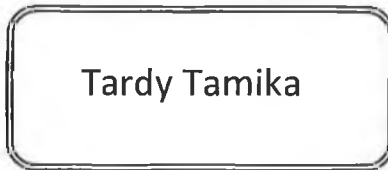
12. Be prepared to handle _____ and last-minute tasks or crises.

Worker Nickname Badges

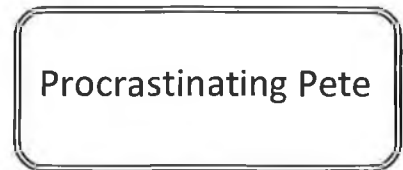
Part 1. Below are name badges containing nicknames of several workers. On the lines provided, identify the nickname as belonging to a worker who demonstrates good or poor time management.



1. _____ time management



2. _____ time management



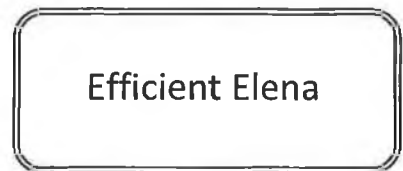
3. _____ time management



4. _____ time management



5. _____ time management



6. _____ time management



7. _____ time management

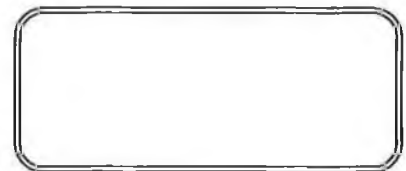
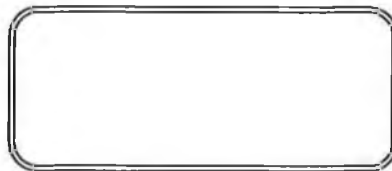


8. _____ time management

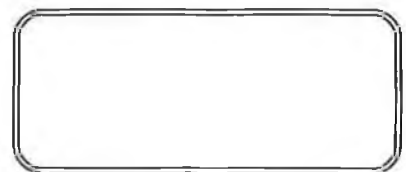


9. _____ time management

Part 2. Inside the name badges below, write the nicknames of three additional workers who demonstrate good time management. Be creative.



Part 3. Inside the name badges below, write the nicknames of three additional workers who demonstrate poor time management. Be creative.



Workplace Time Management Multiple-Choice Questions

Circle the letter of the best answer. Read all choices before responding.

1. Emma must move several boxes to the warehouse. This task is important but not urgent. Therefore, she should
 - a. move the boxes immediately.
 - b. never move the boxes.
 - c. set aside a time to move the boxes.
 - d. ask a co-worker to move the boxes.
2. A nurse is caring for three hospitalized patients. In a single trip to the supply room, he gathers all of the items he needs to assist the three patients. He displays
 - a. good time management.
 - b. bad time management.
 - c. no understanding of time management.
 - d. procrastination.
3. April works in an office. Which of the following actions is least likely to help her avoid distractions while working?
 - a. Positioning her desk and chair so she does not directly face a busy hallway
 - b. Turning off her personal cell phone
 - c. Removing toys/gadgets from her desk
 - d. Checking her e-mail every 5 minutes
4. Jeremiah must plan the office holiday party. Because he has other job duties and this task seems overwhelming, he
 - a. divides the project into smaller parts (food, music, gift bags, etc.) and begins working on one part at a time.
 - b. quits his job.
 - c. waits until he feels more motivated.
 - d. plans the party the day before it.
5. Olivia must create, review, and present her department's budget within a month. To meet the deadline, which action is Olivia least likely to take?
 - a. Create daily and weekly "to-do" lists
 - b. Set realistic goals and standards
 - c. Avoid asking for help if she needs it
 - d. Set aside time to work on the budget
6. Ray is a technician who was given six work tasks today. He displays good time management by first completing the
 - a. most time-consuming task.
 - b. most urgent task.
 - c. most interesting task.
 - d. hardest task.
7. Rachel must create a sales report each month. To make the process more efficient, which of the following actions is she least likely to take?
 - a. Set up a sales report template she can reuse each month
 - b. Use a checklist to ensure she does not skip a step or have to re-do something
 - c. Organize files in a way that reduces the time she spends looking for data
 - d. Work on the report during the busiest and loudest part of the day
8. Mario is an office assistant who has been assigned several projects today. He
 - a. reviews, prioritizes, and estimates the time needed to complete the projects.
 - b. marks the deadlines in his calendar.
 - c. uses reminder apps to keep on track.
 - d. does all of the above.

Workplace Time Management Free-Response Questions

Use complete sentences to answer the following questions.

1. What specific distractions divert your attention and cause you to procrastinate, and how can you prevent them from affecting you while at work?

2. How can good time management skills help you succeed in the workplace? Give examples.

3. How can poor time management skills prevent you from succeeding in the workplace? Give examples.

4. What specific tools, systems, reminders, or motivational techniques can you use to improve your time management skills?

Name _____ Date _____ Period _____

Workplace Time Management Word Search

Directions: Find the terms related to workplace time management within the box. The words may be vertical, horizontal, diagonal, or backwards.

Workplace Time Management Terms

anticipate	deadlines	focus	organized	realistic
balance	delegate	goals	planning	routine
calendar	demands	important	prepare	schedule
clock	efficient	multitask	prioritize	tasks
complete	flexible	optimize	punctual	urgent

