

# Teen Education and Enrichment Programs

## MCCA Work Ready Certificate Manual

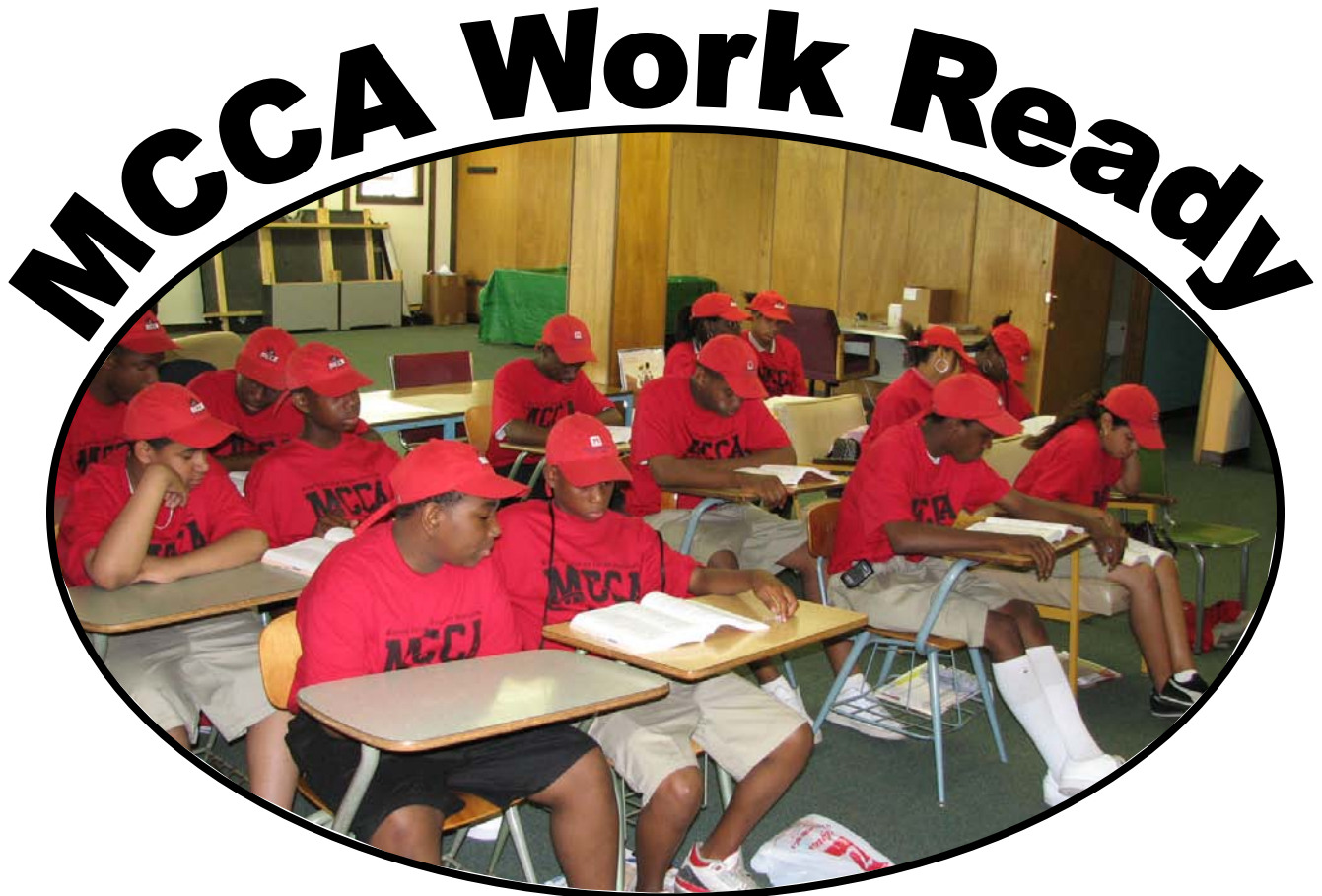
Part 1: Life Skills

Part 2: Job Readiness

Part 3: Finding a Job

Part 4: Visiting Potential Employers

Part 5: Working Well with Others



“BUILDING FUTURE LEADERS”

### MINORITY CHRISTIAN COACHES ASSOCIATION

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**MCCA**  
*Sports*  
Ministry



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<b>MCCA Work Ready Certificate Program</b>			
<b>Part 1 Life Skills</b>	<b>Level 1 Student</b>	<b>Level 2 Student</b>	<b>Level 3 Student</b>
Healthy Relationships	X	X	X
Good Hygiene Habits	X	X	X
Anger Management	X	X	X
Time Management	X	X	X
Learning to be Accountable	X	X	X
<b>Part 2 Job Readiness</b>	<b>Level 1 Student</b>		
Assessing Your Personal Skills	X	X	X
Communicating With Others	X	X	X
Benefits of Working	X	X	X
Volunteering and Internships	X	X	X
How to Write a Resume	X	X	X
<b>Part 3 Finding a Job</b>		<b>Level 2 Student</b>	
Attending Job Fairs	NA	X	X
Searching for Employment	NA	X	X
<b>Part 4 Visiting Potential Employer</b>		<b>Level 2 Student</b>	
Dressing For Success	NA	X	X
Filling Out an Application	NA	X	X
Interviewing	NA	X	X
<b>Part 5 Working With Others</b>			<b>Level 3 Student</b>
Learning Your Job	NA	NA	X
Working with a Team Concept	NA	NA	X
Ethics in the Work Place	NA	NA	X

# Teen Education and Enrichment Programs

## Part 1 Life Skills:

Workshop 1: Healthy Relationships

Workshop 2: Good Hygiene Habits

Workshop 3: Anger Management

Workshop 4: Time Management

Workshop 5: Learning to be Accountable

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# Part 1

# Life Skills

## Workshops # 1

### Healthy Relationships

- A. **Healthy Relationships: A Guide for Teens**
- B. **10 Tips for Building Healthy Relationships**

## Workshops # 2

### Good Hygiene Habits

- A. **Defining Hygiene**
- B. **Personal Hygiene**
- C. **Tips for Good Hygiene**

## Workshops # 3

### Anger Management

- A. **4 Myths About Anger**
- B. **Managing Anger**
- C. **Anger Management Counseling**

## Workshops # 4

### Time Management

- A. **Time Management Principles**
- B. **Step By Step Approach To Time Management**

## Workshops # 5

### Learning to be Accountable

- A. **Becoming An Accountable Teen**
- B. **Critical Thinking**
- C. **Assumptions, Inferences and Evaluations**

# Teen Education and Enrichment Programs

## Part 1 Life Skills: Workshop #4

### Time Management

- A. Time Management Principles
- B. Step By Step Approach To Time Management

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# Time Management

## TIME MANAGEMENT PRINCIPLES

As a student, there are some basic Principles of Time Management that you **can apply**.

**Identify "Best Time" for Studying:** Everyone has high and low periods of attention and concentration. Are you a "morning person" or a "night person". Use your power times to study; use the down times for routines such as laundry and errands.

**Study Difficult Subjects First:** When you are fresh, you can process information more quickly and save time as a result.

**Use Distributed Learning and Practice:** Study in shorter time blocks with short breaks between. This keeps you from getting fatigued and "wasting time." This type of studying is efficient because while you are taking a break, the brain is still processing the information.

**Make Sure the Surroundings are Conducive to Studying:** This will allow you to reduce distractions which can "waste time." If there are times in the residence halls or your apartment when you know there will be noise and commotion, use that time for mindless tasks

**Make Room for Entertainment and Relaxation:** College is more than studying. You need to have a social life, yet, you need to have a balance in your life.

**Make Sure you Have Time to Sleep and Eat Properly:** Sleep is often an activity (or lack of activity) that students use as their time management "bank." When they need a few extra hours for studying or socializing, they withdraw a few hours of sleep. Doing this makes the time they spend studying less effective because they will need a couple hours of clock time to get an hour of productive time. This is not a good way to manage yourself in relation to time.

**Try to Combine Activities:** Use the "Twofer" concept. If you are spending time at the laundromat, bring your psychology notes to study. If you are waiting in line for tickets to the REM concert, bring your biology flashcards to memorize.

These are some ideas to get you started. You can read more about time management in one of the books in the [bibliography](#). You can also learn more at time management workshops. In addition, you should know that college students aren't the only ones who have become more efficient workers. Get a headstart and learn how to

# Time Management

## **THE HEART OF TIME MANAGEMENT IS MANAGEMENT OF YOURSELF.**

Time Management is more than just managing our time; it is managing ourselves in relation to time. It is setting priorities and taking charge of your situation and time utilization. It means changing those habits or activities that cause us to waste time. It is being willing to experiment with different methods and ideas to enable you to find the best way to make maximum use of time.

- **ESSENTIALLY EVERYTHING WE DO REQUIRES TIME.**

- **SOME EVENTS/ACTIVITIES ARE EXTERNALLY CONTROLLED:** meetings family obligations work duties

**OTHER ACTIVITIES ARE INTERNALLY CONTROLLED:** chatting on the phone, commitment to a club or project, or just "messaging around."

## **A Step By Step Approach to Time Management**

Stephen Covey is the current organization guru that commands \$45,000 per speaking engagement. He also earned \$90 million last year on books, supplies, and materials. One of Covey's most basic rules is to begin with the end in mind.

This focus on one's GOALS provides the vision and motivation to see the task through. That is probably the best place to start in our discussion of Time Management. We will first try to understand the crucial importance of goal-setting. Then we'll look at developing a personal calendar, schedule, and to-do list. Finally, we'll discuss how to overcome scheduling barriers.

### **1. Goals**

As Covey explains, goals give a framework for motivation. The more important goals one needs to make are those that cover the broad areas of our personal lives. Too often we start with specific goals and hope they will fit into the big picture (i.e., goals for dieting or balancing the budget), when we really need to identify a few broad categories (i.e., career, family, health, finances, intellectual, hobbies, etc.). It might be helpful to write four or five such categories along the top of a piece of paper and make columns for each.

This sort of forethought is actually a great time saver in that it gives a framework to decide what is a primary value and what is not. And yet this sort of planning time is usually neglected. Most executives, for example, feel that the number one problem they face is a lack of planning and think time.

# Time Management

Next, identify three to five goals per category. For example, in the category of "family," one goal might be to make my relationship with my spouse my highest priority, or to find personal balance, or to impart values to our kids, etc.

Then, using another sheet of paper for the first category, enumerate the goals along the side of the page and make a statement for each goal in that category. These goals should be specific enough to address the real-life issues you are facing. Regarding my goal to make my relationship with my wife my top priority, I've written the statement, "If Mom ain't happy, nobody's happy! Check with her on this once a week." Regarding your career planning, you might make the statement, "Get a teaching position by next January." In other words, these statements make your goals measurable. They should also include a date (deadline), and should be achievable. You should be able to reflect your goals through scheduled activities.

## **2. Activities**

Your next objective is to identify the activities that will help you get to your goal. For imparting values to your kids, you might decide to read a good book with them at dinner or bedtime (i.e., *The Book of Virtues* by Win. Bennett). How best does one best turn goals into reality? Try these three steps for starters.

First, brainstorm. Create a list of all possible activities that might help you to reach your goal. Second, prioritize your activities. Here it might be helpful to employ the feedback of your spouse or a good friend. If this person both cares about you and yet can remain objective, they might help you to be realistic about which activities will actually work toward desired results and which are simply more enjoyable.

Third, attempt to accomplish the activities of higher priority that day. Remember the 80-20 rule -- you need to focus 80% of your time on those activities of highest priority. In section 4 are suggestions on how to prepare a schedule that reflects one's highest values.

## **3. Using a Calendar**

A calendar can stimulate your vision, aid long-term planning, and help measure your personal planning success. One graduate student has created a master calendar for his entire graduate experience, with critical dates factored in. Included in his calendar is a dissertation checklist. We have included that list at the end of these notes.

Also, many students have found a monthly calendar to be quite helpful. It proves to be more portable than a large calendar, and will help you avoid schedule conflicts.

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## **4. Scheduling Your Daily Values**

According to Peter Drucker, "time is the scarcest resource available." And yet, as we saw in our opening illustration, many times our highest priorities are not reflected in our actual daily activities.

The Barna Research Group, in their 1990 study on graduate students, found that most students considered close personal friendships to be their top personal priority -- and yet little time was consistently given to relationship-building activities. Matching one's activities with one's values is truly no simple task!

And yet, to be effective in developing a balanced life, this connection is crucial. Here are some suggestions for making that connection:

- a. Place in your schedule only the events that actually match the goals on your goal sheets.
- b. Plan to plan! In other words, set in your schedule each week a small amount of time to plan for the following week. That fifteen to thirty minutes could be the most valuable activity of your week! (It has been said that every hour in effective planning saves three to four hours in execution and results.)
- c. Review your schedule daily. You may want to place your daily goals at the top of your schedule for quick review.
- d. Schedule time for flexibility, correspondence, and crisis management. If you can learn- to have "scheduled crises" you will be able to keep them from taking over your personal and family time. Then you should be able to keep an "ideal" work week to about 50 hours per week or less. (A study was done of those who worked 50 or more hours per week, and found that their productivity declined proportionately as their number of work hours increased past 50.)
- e. Evaluate your schedule weekly. As I suggested earlier, begin keeping a journal of how time is actually spent. Drucker points out that astute managers constantly assess where their time is going for increased productivity.
- f. Manage a to do list. It has been said that the palest ink is better than the best memory. Therefore, I have always recommended writing down EVERYTHING! Once your list is developed, prioritize your activities by placing an H, M, or L (for High, Medium, or Low) in front of each item. This system is so simple and yet can be the key factor in doubling or tripling your output. The idea is to use one's most productive hours for H items, and other hours for the M and L items. These M and L items will become higher priorities as time goes on.

# Time Management

## **5. Tips for Effectiveness**

Goals, schedules, and to-do lists are incredibly helpful items -- but only if we continue to actually USE them. Here are some ideas for staying effective in your time management efforts. First, discover relationships that refresh you (as opposed to always spending time with those who drain you). I highly recommend a support group for every graduate student. Second, when possible, use your time twice. Carry stationary with you to write notes to friends if you ride a bus or are caught waiting outside your advisor's office.

Third, set study times and locations free from interruptions. Fourth, delegate work whenever possible. Fifth, finish a project before picking up the next -- even skipping lunch if you have to. This cuts down on the reorienting required to start again. Sixth, keep phone numbers on the "to-do list" of those you'll need to contact (saves you from repeatedly looking them up). Finally, handle things only once if possible. For example, if you receive an email message, decide NOW if you want to respond or delete it. "Do-it-now workers" always rank highest in efficiency.

## **6. Barriers to Scheduling**

There are several barriers to scheduling you may need to overcome. These barriers are the time wasters. The biggest, of course, is procrastination. The best way to attack procrastination is the "Swiss Cheese Method" I mentioned earlier. Divide your projects into smaller (perhaps 15 minute) chunks or tasks. You may want to set up some rewards for yourself for the completion of each task. The Swiss Cheese Method is designed to help you focus on ONE issue at a time.

The second barrier is interruptions. If you find yourself getting interrupted frequently (phone calls, drops ins, etc.), you may need to simply leave the premises. Instead of allowing your best work hours to be wasted by incoming calls, set certain phone hours in your schedule.

The third barrier is stress. It's been shown that 75% of all worries never actually happen. But the stress over these fictitious events can waste many hours. Stress can be managed, though. One way is simply to allow flex time in your schedule to deal with demanding issues. Also, you may want to read the article entitled *Emotional Fatigue: Coping with Academic Stress*.

We'd be happy to send that to you.

Perhaps the best way to overcome these barriers and others is simply to create habits of good time management, because this will naturally begin to remove internally generated time wasters. When you find yourself in a habit pattern that is continually wasting your time, try these steps:

# Time Management

Start strong. Set a workable resolution plan that will attempt to tackle the time-waster. Then begin your plan boldly.

No exceptions until habit is firmly rooted. This is the key to beating the habit. You may even need the encouragement and accountability of a friend for your "weak moments."

Act quickly on new resolutions. The idea here is to not procrastinate once you've realized what the time waster is otherwise, it will only get more and more deeply entrenched into your daily routine.