

Develop a calendar of your weekly events and summarize your ability to prepare for each.

Student Name: _____ Date: _____

Directions:

1. First make a calendar which includes all of your activities for one week (practices, meetings, work, social events, major assignments, etc.).
2. Next, make a two-part chart. One part should name each event and have spaces for writing in everything that needs to be considered/prepared for it, along with how long each item takes. Consider:
 - a. Start time (date, hour).
 - b. Transportation and travel time.
 - c. Equipment needed.
 - d. Clothing (getting it ready and putting it on).
 - e. Other people involved.
 - f. Food to bring.
3. As each event approaches, go to the chart and figure out how long you need to prepare for the event in order to be ready and on time.
4. On the second part of the chart, and after each event, rate yourself in each category for how well you prepared, were on time, etc.
5. At the end of the week, write a summary about how well you prepared and were on time for your events. Did your habits change? Did you become aware of something you weren't before, etc.?

Submit: Chart, summary. **Estimated Hours:** 1.0

Suggestions:

1. Do not wait until the end of the week to fill in the chart. Do it as the week passes, so that it is more accurate and helpful.
2. Use a rating scale (5-1, A-F, etc.) to rate self.



Related Standard:

Workplace Skills, Standard 2: Be responsible.

A. Come promptly and prepared.

Grading Criteria:

Chart is neat and easy to read.	5	4	3	2	1
Chart is completed.	5	4	3	2	1
Summary is word processed.	5	4	3	2	1
Summary is clear and easy to read.	5	4	3	2	1
Summary is relative to chart.	5	4	3	2	1
Summary shows thought and honesty.	5	4	3	2	1