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Career Essentials: *Foundations*

Be All You Can Be At Work

Technical Skills Grounded in Academics: Service Orientation

- Essential Questions
  - What is the impact of employee distractions on the company?
  - What are common distractions in the workplace?
  - How can I manage my time to avoid distractions in the workplace?

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- Students will understand…
  - It is their job to manage their time at work.
  - There are many sources of distraction in the workplace including personal and professional.
  - How to incorporate strategies to maximize their time at work.

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- Students will know…
  - There are consequences for companies and employees who do not manage distractions in the workplace.
  - How to avoid distractions in the workplace.
  - How to identify methods to cope with distractions in the workplace.

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- Students will be able to…
  - Describe what is means to be "present" at work physically, emotionally and intellectually.
  - Identify common causes of decreased productivity in the workplace and how to avoid them.
  - Utilize methods to increase productivity in the workplace.

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- List all of the "roles" you play in your life.
Example: daughter/son, employee, student, etc.

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• Objectives

– Describe what is means to be "focused" and "present" at work physically, emotionally and intellectually.

– Identify common causes of decreased productivity in the workplace and how to avoid them.

– Utilize methods to increase productivity in the workplace.

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- ## Focus

  To concentrate attention on.

- ## Present

  To bring attention to.

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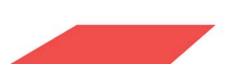|			
1.	Do you believe it is acceptable to check personal e-mail, texts, and social media sites during the work hours?	Yes or no?	Why or why not?
2.	Do you believe it is acceptable to make personal contacts such as calling a doctor, bank, your child's school or a realtor during work hours?	Yes or no?	Why or why not?
3.	Is it acceptable to work on hobbies or other jobs while at work?	Yes or no?	Why or why not?

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	Instance #1	Instance #2	Instance #3
Potential Negative Impact			

Tips for Increasing Productivity

1. Create to-do lists.
2. Weed out distractions.
3. Set ambitious, yet realistic goals.
4. Constantly ask yourself if what you are doing presently is productive.
5. Spend a few minutes preparing for the next day.
6. Sleep early and get up early.

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"4 Keys to Staying Focused at Work"

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