**HUMAN RELATIONS – HOMEWORK – SESSION 7**

**Chapter Four: Time and Career Management**

Describe Time Management purpose and techniques, and explain why it is important.

Compare and Contrast Career Planning and Career Development.

Describe some tips to help you get ahead in the workforce – Raises and Promotions.

**Career Planning Model**

Perform a Self-Assessment – Analyze Interests, Goals, and Evaluate Qualifications

Who are you?

What are your interests, values, skills, and expertise?

What are you passionate about? Can you turn this passion into a career?

What are your goals and objectives?

What assets can you offer?

Based on your self-assessment, decide what you want as your career, set objectives, and develop a plan.

**Create a Resume**

Main Heading and Contact Information:

Career Objective:

Summary of Qualifications:

Education:

Experience:

Awards, Honors, Achievements, and Activities:

**Create Your One-Minute Self-Sell (Elevator Speech)**

The one-minute self-sell is an opening statement used in networking that quickly summarizes your history and career plan and asks a question. It stimulates conversation by asking your network for help in the area of support, coaching, contacts, knowledge of the industry, and the like.

Example: Make a brief introduction. Offer a summary of your accomplishments to date. Then, state the objective you are seeking. Finally, ask a question to encourage two-way communication.

**Briefly Answer Common Interview Questions**

How would you describe yourself?

What is most important to you in your job and career?

What are your greatest strengths and weakness?

What have you learned from your mistakes?

What would your last boss/teacher say about your performance?

What motivates you to go the extra mile on a task, project, or job?

What have you accomplished that shows your initiative & willingness to work?

Why should I hire you?

What skills do you have?

What makes you different from the other qualified candidates?

What can you tell us about our company? (Share something about chosen company or industry/trade?

What are your short-term and long-term goals?

If you were a fruit…what kind of fruit would you be? ☺

If you had a super power…what power would you possess? ☺

What questions do you have for the hiring manager…?

**Analyze Time Log**

How much time are you spending on your primary responsibilities?

What areas are you spending too much time?

What areas are you not spending enough time?

Identify major interruptions that limit your time

Identify tasks that you can/should delegate to others

How much of your time is controlled by another?

How can you gain more control of your time?

How can you plan to eliminate recurring crisis that limit your time?

Look for habits, patterns, and tendencies…and share them below.

List three or five of your biggest time wasters

How can you manage your time more efficiently?