

Name: \_\_\_\_\_

**Human Relations in Organizations**

**Chapter Four: Time and Career Management**

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

Identify and define the four Career Stages:

What is the difference between Career Planning and Career Development?

Identify and define the steps in the Career Planning Model:

What are the important selling points that should be most visible on a Resume?

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

What is Job Shock?

How does Apparel and Grooming play a major role?

Briefly share your thoughts on how the material outlined in this chapter can impact your life: