

LESSON TITLE: *Responsibility and Organizational Skills*

INTRODUCTION: This module concentrates on the importance of good management skills and self-responsibility. Students will understand the importance of prioritizing, organizing, and setting time tables.

OBJECTIVES: The student will:

- Understand how to become more organized and more responsible for their actions.
- Have a better understanding of the importance of handling stress and change.

MODULE OVERVIEW

Good organizational or time management skills are a must if one is to operate at the most efficient and productive level possible. Directly influencing one's ability to organize in order to achieve success are change/stress management and prioritizing skills. This module offers pointers and activities to assist students in attaining proficiency in these areas.

TEACHING NOTES

The teacher should show the PowerPoint provided with a brief discussion on Responsibility and Organizational Skills. On the concluding slide, the teacher will direct the students to choose **ONE** of the three activities provided. Documentation for the Georgia BEST portfolio should be a printout from the chosen activity.

RESOURCES AND ACTIVITIES

- Responsibility and Organizational Skills PowerPoint
- Responsibility and Organizational Skills1
- Responsibility and Organizational Skills2
- Responsibility and Organizational Skills3

Soft Skills @ Work

