

Name _____ Class _____

UTILIZING RESOURCES

Identify three resources which are available to you which you could better utilize. Write a short paragraph for each resource and explain how you could better utilize it in the future.

RESOURCE #1: _____

HOW I COULD BETTER UTILIZE THIS RESOURCE: _____

RESOURCE #2: _____

HOW I COULD BETTER UTILIZE THIS RESOURCE: _____

RESOURCE #3: _____

HOW I COULD BETTER UTILIZE THIS RESOURCE: _____

MANAGEMENT-----INDIVIDUALIZED ACTIVITY
20 POINTS POSSIBLE

Name _____ Class _____

TIME RECORD

On a separate piece of paper, keep a record of everything you do for 24 hours. Categorize each activity, as explained below:

Red=sleep

Yellow = school (work & activities)

Blue = watching television/videos

Green = eating

Orange = doing a hobby

Purple = exercise/sports

Brown = other

How many hours were spent:

1. Sleeping: _____

2. In school: _____

3. Watching TV/videos: _____

4. Eating: _____

What was the total free time (TV, videos, hobbies, etc.)
you had during the day? _____

Answer the following questions:

1. Are you getting all you want from your 24 hours?
2. Where are the weak spots in your use of time?
3. How could you improve your use of time?

REMINDER: For good health, we must be involved in a variety of activities. No one should work all the time, sleep all the time, or play all the time. Variety makes life more fun.

MANAGEMENT-----INDIVIDUALIZED ACTIVITY
20 POINTS POSSIBLE

Name _____ Class _____

MONTHLY CALENDAR

Keep a monthly calendar. Evaluate the results of using a calendar and its helpfulness.

Name _____ Class _____

TO DO

Keep a to-do list every day for one week, prioritizing the jobs for each day. Write a short evaluation at the end of each day. Were you able to accomplish more than you normally do?

SUNDAY:

MONDAY:

TUESDAY:

WEDNESDAY:

THURSDAY:

FRIDAY:

SATURDAY:

MANAGEMENT-----INDIVIDUALIZED ACTIVITY
20 POINTS POSSIBLE

Name _____ Class _____

ADVERTISING

Analyze each of the advertisements your teacher has displayed. How does each advertisement influence you to purchase the product?

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

MANAGEMENT-----INDIVIDUALIZED ACTIVITY
15 POINTS POSSIBLE

Name _____ Class _____

PURCHASES

List the last five items you have purchased. Next to each item, list a resource that you already have that could have been substituted for the purchase.

	ITEM PURCHASED	SUBSTITUTE RESOURCE	WOULD YOU BUY IT AGAIN?
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

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SAVING MONEY

Make a list of ways you could save money.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Name _____ Class _____

PRICE COMPARISONS

As a class, identify the ten most commonly used items you purchase. List the items below. Visit one store and list the price of each item.

Name of store: _____

<u>ITEMS</u>	<u>PRICE</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

On the chalkboard, list the prices from the different stores that were visited.

Which store is generally lower in price? _____

Which store has the highest prices? _____

Why do you think the prices are different at each store? _____

MANAGEMENT

CHALLENGE PROJECT

15 POINTS POSSIBLE

Name _____ Class _____

MANAGEMENT GOALS

Select a goal in each of the three management areas: time, money and energy. Plan specific steps you need to take to achieve each goal. Work on your goals for two weeks. Evaluate your success in reaching your goals.

TIME GOAL: _____

STEPS TO ACHIEVE THIS GOAL: _____

EVALUATION: _____

MONEY GOAL: _____

STEPS TO ACHIEVE THIS GOAL: _____

EVALUATION: _____

ENERGY GOAL: _____

STEPS TO ACHIEVE THIS GOAL: _____

EVALUATION: _____

MANAGEMENTCHALLENGE PROJECT20 POINTS POSSIBLE

Name _____

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FAMILY CALENDAR

Make a large family calendar. Correlate all family activities on the calendar for one month. Be prepared to discuss the results with the class.

MANAGEMENT

CHALLENGE PROJECT

20 POINTS POSSIBLE

Name _____

Class _____

STORE VISIT

Visit at least two stores you have never visited. You may visit an expensive specialty store, or a visit to the local thrift shop. Observe prices, advertising, and the atmosphere of different types of stores. Where are you more likely to spend your money?

NAME OF STORE: _____

WHAT TYPE OF MERCHANDISE IS SOLD AT THIS STORE?

DID THIS STORE HAVE GOOD ADVERTISING?

WOULD YOU LIKE TO PURCHASE SOMETHING AT THIS STORE? WHY?

WHAT IS YOUR FAVORITE STORE? WHY?

NAME OF STORE: _____

WHAT TYPE OF MERCHANDISE IS SOLD AT THIS STORE?

DID THIS STORE HAVE GOOD ADVERTISING?

WOULD YOU LIKE TO PURCHASE SOMETHING AT THIS STORE? WHY?

WHAT IS YOUR FAVORITE STORE? WHY?

MANAGEMENT

CHALLENGE PROJECT
20 POINTS POSSIBLE

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WORK SIMPLIFICATION

Analyze your daily routine. Apply work simplification techniques to more efficiently accomplish daily tasks. List each task and how you modified the task to save time and energy.

DAILY TASKS:

HOW I SIMPLIFIED THE TASK:

- | | |
|-----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |