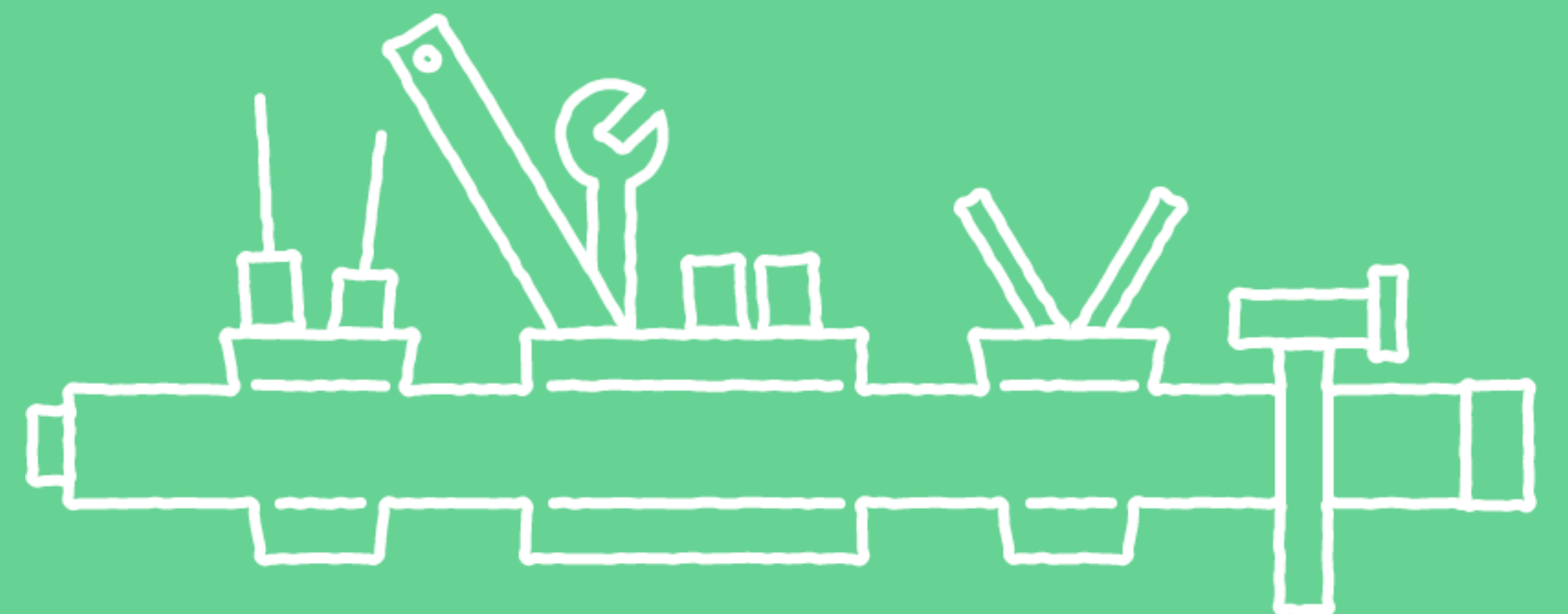


Uptree Employability Skills

A 11 week programme to become more employable.



Managing workload.

Big Question

Why is it important to be able to manage my workload?

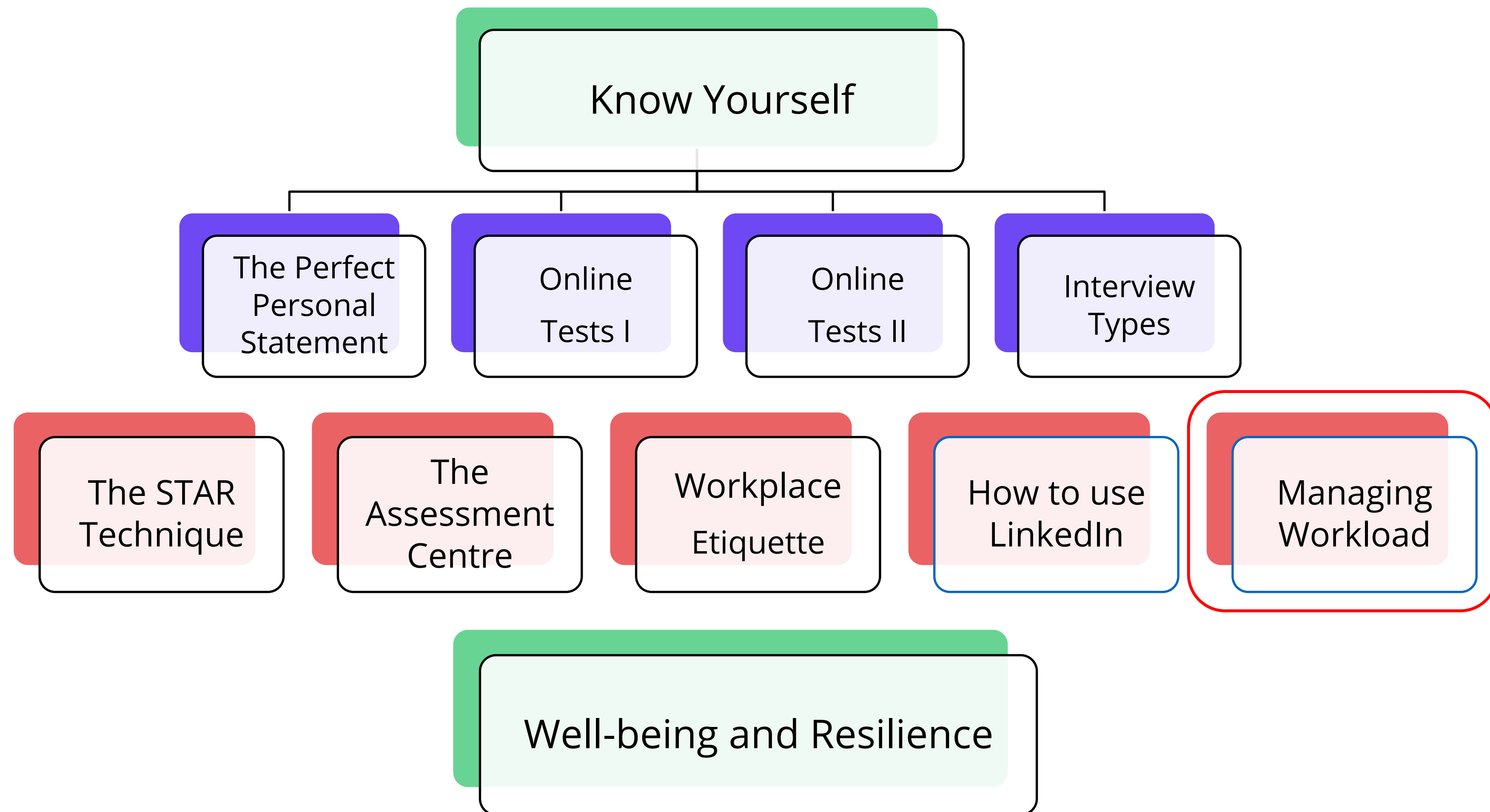


Starter

Watch this [video](#) and make notes.



Overview of the employability skills curriculum.



Aim: To evaluate techniques that help organise your time and manage your workload.

Workload strategies.

In pairs, research the following time management techniques:

- 2 minute rule
- The Eisenhower Matrix
- 80% / 20% rule
- The Glass Jar: Rocks, Pebbles, Sand and Water
- Elon Musk time blocking strategy
- The Power Hour

By the end of your research you should be able to explain to the class how these techniques are used.



Making healthy decisions.

Read this article: <https://bit.ly/2OTPkC0>

In pairs discuss: Why is it important to think about your well-being when choosing what to study or where to work?

Try and link your answers to these points:

- Relieve stress.
- Maximise your accomplishments.
- Track the tasks that lead to your goals.
- Be more organised.



The Eisenhower Matrix.

Think of all the responsibilities and deadlines you have coming up in the next two weeks.

Now, try using the The Eisenhower Matrix organise your time:

	URGENT	NOT URGENT
IMPORTANT	<div>DO IT NOW</div> <div>Class work</div>	<div>SCHEDULE IT</div> <div>Coursework due in 3 weeks</div>
NOT IMPORTANT	<div>DELEGATE</div> <div>Ordering a birthday gift</div>	<div>DELETE</div> <div>Add picture to Instagram</div>

Can you answer our Big Question?

“Why is it important to be able to manage my workload?”

List 3 positives of being able to balance your workload & responsibilities.

THINK
OUTSIDE
THE BOX

