CAREER READY PRACTICE

#7 Manage Time & Space Effectively

Career-ready individuals are able to effectively manage their time and use organizational skills to prioritize tasks and meet deadlines. This Career Ready Practice includes planning, delegating tasks effectively, and maintaining a well-organized workspace in both physical and virtual environments. Developing these skills leads to increased efficiency, better project outcomes, and a balanced workload.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Leverage the strengths of others to accomplish a common goal.	Consistently encourages and motivates others to use their strengths to contribute to and achieve a common goal.	Encourages others to use their strengths to contribute to and achieve a common goal.	Shows limited encouragement to others in achieving a common goal.	Is negative towards others in achieving a common goal.	Delegation	
Monitor, define, prioritize, and complete tasks without direct oversight, based on their own creativity.	Monitors, defines, prioritizes, and completed tasks without direct oversight in a variety of conditions.	Monitors, defines, prioritizes, and completed tasks without direct oversight.	Attempts to monitor, define, prioritize, and complete tasks without direct oversight.	Attempts to monitor, define, prioritize, and complete tasks with direct oversight.	Organization	
Utilize time and manage workload efficiently.	Completes tasks ahead of schedule by creating a plan and scheduling time to complete the work.	Completes work on time by taking advantage of the time provided and by using time management skills.	Occasionally completes work on time.	Never completes work on time and does not use time management skills.	Prioritization	

Maintain focus and manages projects effectively.	Consistently stays focused, tasks, recognizes time constraints of projects; estimates time to completion; and avoids distractions while meeting deadlines.	Stays focused throughout the project tasks and develops a timeline of the work to be completed.	Occasionally off task in regard to accomplishing the overall project tasks. Thus, only a portion of the project is completed.	Always off task and does not complete the project.	Task Management	
Demonstrate understanding of workplace organizations, systems, and climates by identifying "big picture" issues and fulfilling the mission of the workplace.	Easily identifies "big picture" issues and goals and can define vision and mission statements (e.g., the organizations's structure, culture, policies, and procedures, as well as its role and status within the industry, economy, and community).	Identifies most "big picture" issues and goals and can generally define vision and mission statements. (e.g., the organization's structure, policies, and procedures, as well as its role within the industry and community).	Identifies few "big picture" issues and goals and can marginally define vision and mission statements. (e.g., the organization's policies and procedures, as well as its role within the community).	Can't identify "big picture" issues and goals and cannot define vision and mission statements.	Understanding the System	

TOTAL POINTS GIVEN:_____/5=_____SCORE