

JOBREADY.
indy

self-management

EmployIndy
GUIDING MARION COUNTY'S WORKFORCE



★
INDY
CHAMBER



WELCOME TO JOB READY INDY!

In the Self-Management course, you will learn how having a certain level of self-awareness and personal balance can positively affect job performance.

TOPIC	DEFINITION	WHAT YOU'LL LEARN
<p>WOULD YOU RATHER...?</p> <p>PAGE: 5</p>	<p>After you introduce yourself, you answer a question that allows you to choose between two answers</p>	<ul style="list-style-type: none"> ★ This allows you to learn more about those around you & about yourself
<p>INTEGRITY, PRIDE IN WORK, & PROFESSIONALISM</p> <p>PAGES: 6 - 7</p>	<p>I: Trustworthy, honest, & comprehends ethical courses of action PW: Assumes responsibility, takes personal ownership of performance quality; understands short-comings & sets goals to improve P: Uses appropriate judgment; demonstrates empathy & respect for others, demonstrates social maturity & behaviors appropriate to the situation and environment; dresses appropriately, speaks politely</p>	<ul style="list-style-type: none"> ★ Learn the definition of integrity ★ Learn the definition of pride in work ★ Learn the definition of professionalism ★ Practice using integrity, pride in work, & professionalism to appropriately address ethical dilemmas & other common workplace issues
<p>INDEPENDENCE, PERSEVERANCE, SELF-DISCIPLINE, SELF-RESPECT, & SELF-MOTIVATION</p> <p>PAGES: 8 - 13</p>	<p>I: Works independently; creates relationships with mentors & supervisors that support success P: Delays immediate gratification for long-term rewards; demonstrates endurance, follow-through & capacity to complete tasks SD: Demonstrates self-discipline & self-control; the ability to control one's feelings & overcome one's weaknesses; the ability to pursue what one thinks is right despite temptations to abandon it SR: Treats themselves & others in a healthy way; demonstrates regard for the dignity of one's character; sets boundaries and has the ability to ask for help when necessary SM: Ability to undertake a task or activity without influence from other people or situations</p>	<ul style="list-style-type: none"> ★ Learn the definition of independence & how to apply it in the workplace ★ Learn the definition of perseverance & how to apply it in the workplace ★ Learn the definition of self-discipline & how to apply it in the workplace ★ Learn the definition of productivity & how to apply it in the workplace ★ Practice strategies for using & improving on independence, perseverance, self-discipline, self-respect, & self-motivation based on real-world scenarios

MORE ON PG 4...



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TOPIC	DEFINITION	WHAT YOU'LL LEARN
<p>ADAPTABILITY, FLEXIBILITY, RELIABILITY, RESPONSIBILITY, & TIME MANAGEMENT</p> <p>PAGES: 14 - 19</p>	<p>A: Manages transitions & adapts to changing situations & responsibilities F: Willing & able to readily respond to changing circumstances & expectations; ability to adapt or modify as situations arise REL: Depended upon by others for accuracy, honesty, trustworthiness and/or achievement RES: Shows ability to make decisions or act independently without authorization; being answerable or accountable for actions within one's power, control, or management; prioritizes tasks & duties & completes all projects in a timely manner TM: Prioritizes & balances school, home, work, & community activities</p>	<ul style="list-style-type: none"> ★ Learn the definition of adaptability & its importance in the workplace ★ Learn the definition of flexibility & its importance in the workplace ★ Learn the definition of reliability & its importance in the workplace ★ Learn the definition of responsibility & its importance in the workplace ★ Learn the definition of time management & its importance in the workplace ★ Practice using these skills to overcome everyday challenges
<p>EMOTIONAL INTELLIGENCE, GRIT, STRESS, MANAGEMENT, & WORK ETHIC</p> <p>PAGES: 20 - 23</p>	<p>EI: Ability to identify and manage personal emotions as well as the emotions of others G: Proves tenacity, resilience and firmness of character in fast-paced, often ambiguous environments SM: Overcomes barriers to learning in the workplace; demonstrates effective coping skills when faced with a problem; performs under pressure and achieves deadlines WE: Punctual with good attendance; does not abuse drugs, maintains appropriate hygiene and attire; demonstrates ethical decision-making and social responsibility</p>	<ul style="list-style-type: none"> ★ Learn the definition of emotional intelligence & how to apply it in the workplace ★ Learn the definition of grit & how to apply it in the workplace ★ Learn the definition of stress management & how to apply it in the workplace ★ Learn the definition of work ethic & how to apply it in the workplace
<p>MONEY MANAGEMENT</p> <p>PAGES: 24 - 27</p>	<p>Handle all aspects of finances including the process of budgeting, saving, investing, and spending for an individual or group</p>	<ul style="list-style-type: none"> ★ Learn the definition of money management ★ Identify your personal wants & needs & determine how much money you need to cover your expenses ★ Practice adapting your budget & expenses based on your income

WOULD YOU RATHER...?

1. Would you rather speak in front of hundreds of people or hold a giant snake?
2. Would you rather have a job that requires very little work but is boring or work very hard at a job that is interesting?
3. Would you rather walk on the moon or visit the bottom of the ocean?
4. Would you rather always have to sing instead of speaking or dance everywhere you went?
5. Would you rather fire someone or be fired?
6. Would you rather have the ability to read other people's minds or the ability to see into the future?
7. Would you rather make \$250,000 a year doing a job you hate or \$10,000 a year doing a job you love?
8. Would you rather never be able to eat your favorite food again or only be able to eat your favorite food for the rest of your life?
9. Would you rather drive a really nice car or own a gorgeous home?
10. Would you rather never be able to say what is on your mind or always have to speak the truth?
11. Would you rather have a personal chef or a housekeeper?
12. Would you rather be rich with no friends or poor with lots of good friends?
13. Would you rather be a cat or a dog?
14. Would you rather go through life unable to ask any questions or unable to answer any questions?
15. Would you rather go a year without sugar or a year without salt?
16. Would you rather go without the internet or your phone for a month?
17. Would you rather jump out of an airplane (with a parachute, of course) or off a cliff into deep water?
18. Would you rather end hunger or hatred?
19. Would you rather have a giant black and white TV or a small colored one?
20. Would you rather be unable to use search engines or unable to use social media?
21. Would you rather be able to breathe underwater or fly?
22. Would you rather never get angry or never be envious?
23. Would you rather do work that is detailed or creative?

ACTIVITY: SELF-SCENARIOS

You're in a meeting with your coworkers, brainstorming ideas for a big upcoming project. Most of your coworker's ideas are being rejected by the project leader. He seems to be waiting for that one really great idea. You think you have it, but are afraid of speaking up because the idea of speaking up in front of groups is nerve-wracking for you. If your idea is chosen, it would make a great impression with your new manager.

Should you share your idea? Why or why not?

What kind of positive self-talk can you use to increase your confidence?

What could the team leader do to make the atmosphere more comfortable for sharing ideas?

What can you do in the future to help coworkers feel free to share ideas?

What can coworkers do for you to help increase your self-confidence?

ACTIVITY: SELF-SCENARIOS

You have been employed at your company for a year and are pretty familiar with the routine responsibilities of your job. Lately, however, you have been struggling to accomplish basic tasks, and you feel disinclined to participate in an upcoming team project with Jackie, your coworker. One day, you start to notice that Rebecca, your supervisor, is checking in on your tasks and progress more regularly than ever before. You feel intruded upon by this close supervision, and wonder how to demonstrate that such supervision is unnecessary.

What could you, the employee, do to increase your motivation to work hard and be a productive member of the team?

How is Jackie's job affected by the lack of motivation in you, her coworker, especially if it continues?

How do you think Rebecca, the supervisor, perceives your sudden lack of motivation, and how does that affect your performance?

Why is self-motivation a positive skill in an employee?

What intrinsic (personal/satisfies you) motivation can you identify to apply to your job?

What extrinsic (ex: fame, good grades) motivators could increase your performance?

ACTIVITY: SELF-SCENARIOS

You work for a small dog daycare and grooming company. You have held the same position, dog walker, for over three years. Your boss, Mercedes, tells you that you will now be working the front desk, meeting with customers and answering the phone. This is not in your current job description. You know that being flexible in your position will help you become a more valuable employee, but are hesitant to take on this task. You are very shy and like working only with the dogs. You have a hard time making small talk with strangers.

How will you handle this request?

What questions would you have for your boss?

Which interpersonal (improving relationships/communications with other people) skills should you work on to be able to accomplish these new tasks?

What could Mercedes do to help ease you into this new part of the job?

ACTIVITY: SELF-SCENARIOS

It is the holiday season and you are working at a toy store. You have been at work since 9:00 a.m. Your boss gave you tasks to complete by lunch and then gave you another task to complete after lunch. You have completed your morning tasks and there is 30 minutes before your usual lunch break. You notice that the store is looking quite messy and your boss is in an important meeting so you cannot ask her what she wants you to do next.

How can you show your independence and initiative skills?

What are some examples of things you should not do in this situation?

What is one example of something positive that could come out of you showing independence and initiative in this situation?

WHAT ARE THE FOUR WAYS TO SHOW SELF-MOTIVATION IN THE WORKPLACE?

1.

2.

3.

4.

HERE ARE SOME TIPS TO PERSEVERANCE

DEFINITION: Delays immediate gratification for long-term rewards; demonstrates endurance, follow-through & capacity to complete tasks

Clarify your goal.

Base it on your purpose, needs, and abilities. Know why you want this goal and how you and others will benefit.

Live in the present.

Don't dwell on the past or worry about what might happen. Let go of attachments. The more attached you are to something, the greater the fear of losing it.

Try new experiences.

Experiment with new ways of improving a product or service at work or other activities. Investigate how successful individuals or teams have achieved similar goals.

Maintain optimism.

Expect good things. Keep a daily diary of good experiences.

Acknowledge your accomplishments.

Judge these against personal standards of self-improvements. Have the courage of your convictions. Don't change for others or compare yourself with them.

Persist.

Focus on goals daily. At regular intervals, ask yourself whether your activities are moving you forward.

Intend to achieve your goal.

Outline your goal, strategies, and timeline. Know resources that can help you attain it, including individuals and the Internet. Break the goal into small steps, working backward from your desired outcome and attainment date.

Care for your mind, body, emotions, & spirit.

Schedule quiet times to think and reassess. Practice stress relievers such as deep breathing and exercise. Get sufficient sleep, eat healthy, and take time for fun and friends.

Experience yourself living your goal today.

Hold your desired outcome firmly in your mind. See, smell, touch, and hear aspects of your goal. Each morning upon rising, review your goal. Repeat the process at night.

ACTIVITY: SCHEDULE ME!

SITUATION: You need to get a full night's rest tonight because you have a very important job interview tomorrow; however, today is the only day this week you have available to fit in all that needs to get done!

INSTRUCTIONS:

-By using the list of daily activities provided, use your best judgement on how to appropriately schedule the day to fit in all the activities you have to do today.

- You must schedule your day around the specific hours given for the activity. You cannot shorten the amount of time you will be doing activities, even if the hours provided do not match the actual amount of time you use to do a specific activity.

-You can split the time it takes to do an activity, as long as the total amount of time is equal to the amount of hours needed for the activity.

ACTIVITIES TO COMPLETE:

1. Get showered, dressed, & ready _____ **1 HR**
2. Work/School _____ **8 HRs**
3. Travel time _____ **1 HR**
4. Exercise _____ **1 HR**
5. Get groceries _____ **1 HR**
6. Spend time with boyfriend/girlfriend _____ **2 HRs**
7. Eat _____ **1 HR**
8. Clean house _____ **1 HR**
9. Catch up on emails/do homework _____ **1 HR**

ACTIVITY: SCHEDULE ME! - PART 1

TIME	ACTIVITY
6AM - 6:30AM	
6:30AM - 7AM	
7AM - 7:30AM	
7:30AM - 8AM	
8AM - 8:30AM	
8:30AM - 9AM	
9AM - 9:30AM	
9:30AM - 10AM	
10AM - 10:30AM	
10:30AM - 11AM	
11AM - 11:30AM	
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5:30PM - 6PM	
6PM - 6:30PM	
6:30PM - 7PM	
7PM - 7:30PM	
7:30PM - 8PM	
8PM - 8:30PM	
8:30PM - 9PM	
9PM - 9:30PM	
9:30PM - 10PM	

ACTIVITY: SCHEDULE ME! - PART 2

Uh oh...something unexpected has popped up. Now you need to reschedule your day to work around this issue. You still need to get a full night's rest for your job interview tomorrow, so you will have to make some sacrifices in order to make the new schedule work. Choose one of the following obstacles to conquer:

SITUATION 1: You've locked your keys in the car and need to get help to open your doors (2 hours).

SITUATION 2: You ran out of gas and you don't have enough money with you to put gas in your tank. You need to find someone who is willing to loan you the money and meet you where your vehicle is stranded on the side of the road (2 hours).

SITUATION 3: You just found out you had scheduled a doctor's appointment and forgot to put it on your calendar. You will have to pay full price for appointment since you didn't give 24-hour notice that you can't make it, so you need to go to the appointment to avoid the charges (2 hours).

SITUATION 4: The city bus you take just broke down and you are 10 miles from your destination. You can either wait for the bus to get fixed, make arrangements for someone to take you to that destination, or walk the 10 miles (3 hours).

ACTIVITY: SCHEDULE ME! - PART 2

ISSUE: _____

TIME	ACTIVITY
6AM - 6:30AM	
6:30AM - 7AM	
7AM - 7:30AM	
7:30AM - 8AM	
8AM - 8:30AM	
8:30AM - 9AM	
9AM - 9:30AM	
9:30AM - 10AM	
10AM - 10:30AM	
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9PM - 9:30PM	
9:30PM - 10PM	

ACTIVITY: PERFORMANCE REVIEWS

Taylor is the department manager of a retail store and supervises four employees. It's time for their performance reviews. Taylor has prepared and scheduled appointments to sit down to talk with each employee. As it gets closer to interview time, all of them are thinking about their performance and what they can expect in their interviews. Let's listen in to what each is thinking.

TAYLOR & MARIA

TAYLOR & JASON

TAYLOR & LUCY

TAYLOR & WALLY

SELF-REVIEW PERFORMANCE EVALUATION

The following statements describe actions you can take to ensure a productive and constructive performance appraisal process. While you don't need to complete everything below for success, you do want to try to follow as many of these practices as possible.

YES **NO**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I have a copy of my current job description and have reviewed it. |
| <input type="checkbox"/> | <input type="checkbox"/> | I provide my supervisor with regular task and assignment updates. |
| <input type="checkbox"/> | <input type="checkbox"/> | I meet with my supervisor formally at least once during each performance appraisal period. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know my manager and I share a common understanding of my key tasks, priorities, and the purpose of my job. |
| <input type="checkbox"/> | <input type="checkbox"/> | Before a performance appraisal, I complete a summary of accomplishments with specific examples. |
| <input type="checkbox"/> | <input type="checkbox"/> | Before a performance appraisal, I review my job description and previous evaluations. |
| <input type="checkbox"/> | <input type="checkbox"/> | I ask questions when I don't understand or a task is unclear. |
| <input type="checkbox"/> | <input type="checkbox"/> | I seek out informal feedback throughout the appraisal period. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know what I need from my supervisor to do a better job. |
| <input type="checkbox"/> | <input type="checkbox"/> | I can articulate what I need to do to raise a specific performance rating. |
| <input type="checkbox"/> | <input type="checkbox"/> | I follow up on areas of concern that come up during feedback sessions and appraisal discussions. |
| <input type="checkbox"/> | <input type="checkbox"/> | I follow up on my development plan and seek out learning opportunities. |

WHAT IS "GRIT"?

Know how to fail.

Learn to use risks and failures to learn. Grit is resilience.

Forget the grade.

You can work hard without the need for recognition. Put in your time not for your betterment, but for the team's betterment. Be dependable and follow through for your team. Make it your goal to show up for something bigger than you.

Be an owner.

You need to take control of your own learning because less than 50% of employers will train their employees. If you want to learn something, don't wait. Go after it with everything you got.

Live life outside your comfort zone.

Become comfortable in the uncomfortable. Grit makes you stand out. It means striving for progress and never stopping in pursuit of your passions.

MONEY MANAGEMENT

MONEY MANAGEMENT: Handle all aspects of finances including the process of budgeting, saving, investing and spending for an individual or group

ACTIVITY: WANTS VS. NEEDS

Do you know the difference between your wants and needs? There is no right or wrong answer to this question as they are different for everyone. Review the following list and mark as a WANT or a NEED.

- Rent
- Cable TV
- Car
- Cell Phone
- Contribute to Savings
- Renter's Insurance
- Going Out to Eat Once a Week
- Vacation
- Having a Pet
- Regular Doctor's Visits
- Going to the Movies
- Buying New Clothes
- Buying "convenience items"

CONSIDER THE FOLLOWING:

1. Think about ways to reduce costs.
2. Are your wants affected by your feelings? Can this get you in trouble down the road?
3. Do you think values can influence the way you look at wants and needs?

ACTIVITY: MONTHLY BUDGET WORKSHEET

CATEGORY	BUDGET AMOUNT	ACTUAL AMOUNT	DIFFERENCE
INCOME:			
Net Wages	\$	\$	\$
Miscellaneous Income	\$	\$	\$
<i>Total Income:</i>	\$	\$	\$
EXPENSES:			
HOME:			
Morgage/Rent	\$	\$	\$
Homeowners/Renters Insurance	\$	\$	\$
Property Taxes	\$	\$	\$
Home Repairs/ Maintenance/Improvements	\$	\$	\$
UTILITIES:			
Electric, Gas, Oil	\$	\$	\$
Water & Sewer	\$	\$	\$
Phone (Land Line/Cell)	\$	\$	\$
FOOD:			
Groceries	\$	\$	\$
Eating Out/Snacks	\$	\$	\$
FAMILY OBLIGATIONS:			
Child Support	\$	\$	\$
Day Care/Babysitting	\$	\$	\$
HEALTH & MEDICAL:			
Insurance (medical/dental/ vision)	\$	\$	\$
Out-of-pocket Medical Expenses	\$	\$	\$
Fitness (Exercise, Gym)	\$	\$	\$

ACTIVITY: MONTHLY BUDGET WORKSHEET

CATEGORY	BUDGET AMOUNT	ACTUAL AMOUNT	DIFFERENCE
TRANSPORTATION:			
Car Payments	\$	\$	\$
Gasoline/Oil	\$	\$	\$
Auto Repairs/ Maintenance/Fees	\$	\$	\$
Auto Insurance	\$	\$	\$
Other (bus/taxi)	\$	\$	\$
DEBT PAYMENTS:			
Credit Cards	\$	\$	\$
Student Loans	\$	\$	\$
Other Loans	\$	\$	\$
ENTERTAINMENT/ RECREATION:			
Cable TV/Movies	\$	\$	\$
Internet	\$	\$	\$
Hobbies	\$	\$	\$
Subscriptions/Dues	\$	\$	\$
Vacations	\$	\$	\$
PET (food, grooming, vet):	\$	\$	\$
CLOTHING:	\$	\$	\$
INVESTMENTS/SAVINGS:			
401 (K)/IRA	\$	\$	\$
Stocks, Bonds, Mutual Funds	\$	\$	\$
College Fund	\$	\$	\$
Savings	\$	\$	\$
Emergency Fund	\$	\$	\$

ACTIVITY: MONTHLY BUDGET WORKSHEET

CATEGORY	BUDGET AMOUNT	ACTUAL AMOUNT	DIFFERENCE
MISCELLANEOUS:			
Toiletries/Household Products	\$	\$	\$
Gifts/Donations	\$	\$	\$
Grooming (Hair, Makeup)	\$	\$	\$
Miscellaneous Expenses	\$	\$	\$
<i>Total Expenses:</i>	\$	\$	\$
<i>Surplus/Shortage (Total Income - Total Expenses)</i>	\$	\$	\$

ACTIVITY: HOW TO STRETCH YOUR MONTHLY BUDGET

Now that you have a basic idea of what you need to budget, let us discuss ways to make your budget go further. No matter how much you make, unexpected expenses always tend to pop up.

CLOTHING

I will get my clothing by...

- Check labels to make sure clothes are machine washable instead of dry clean only.
- Shop at discount and thrift stores.
- Buy clothing that can be worn any season (medium weight).
- Buy with cash and not credit.

LEISURE

When I relax I will...

- Use my park and go for a walk.
- Visit local museums.
- Go to the library to borrow books, cd's, and movies.
- Find free local events.
- Visit friends and families.
- Enjoy inexpensive and free hobbies.

FOOD

Habits I will start when buying food...

- I will not shop when I'm hungry.
- Plan meals and buy ahead so that I do not impulse spend at fast food restaurants or convenience stores.
- Use coupons and check for weekly specials.
- Stick to my grocery list and avoid buying extras.

TRANSPORTATION

When I go places I will...

- Car pool or take the bus.
- Walk or ride my bike.
- Plan to run all my errands in the same location to avoid using extra gas or resources.

Register for more
Job Ready Indy courses at:
jobreadyindy.org/participants