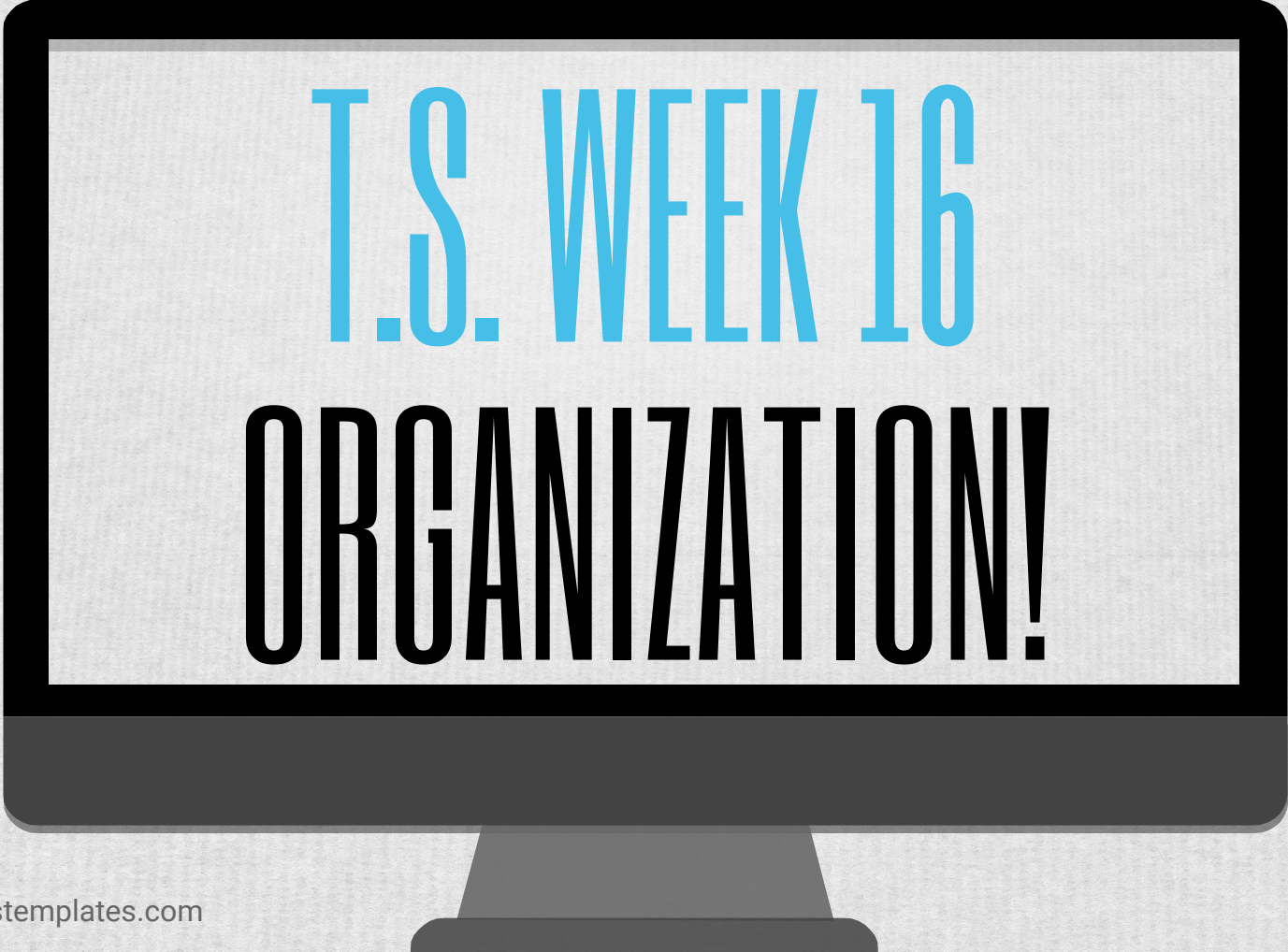


A stylized illustration of a computer monitor with a black frame and a dark gray base. The screen is light gray and displays two lines of text. The first line is in a light blue, sans-serif font, and the second line is in a bold, black, sans-serif font.

T.S. WEEK 16

ORGANIZATION!



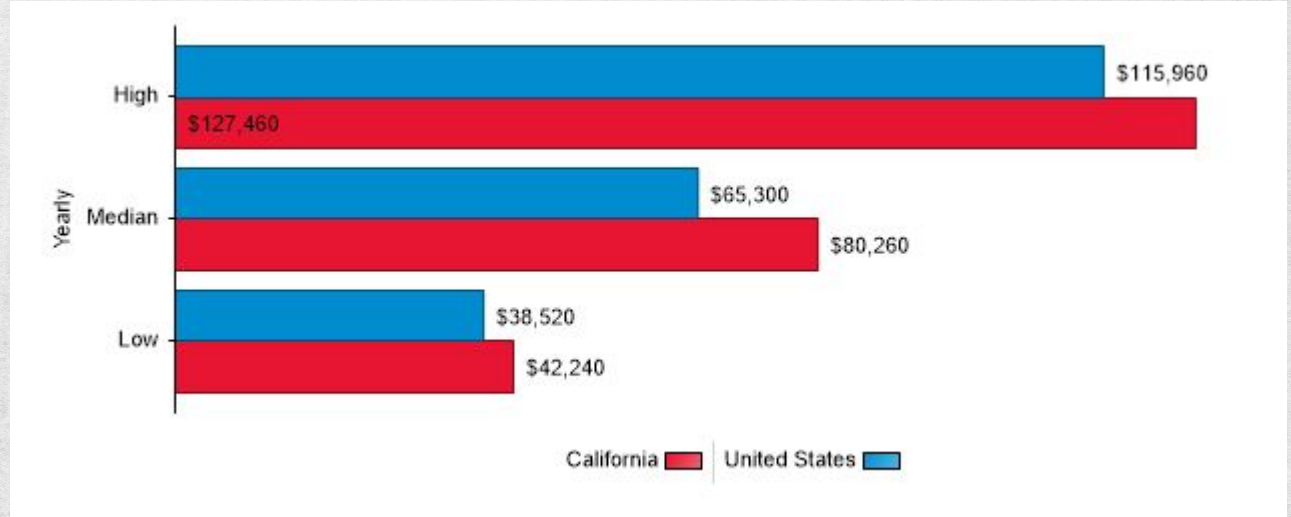
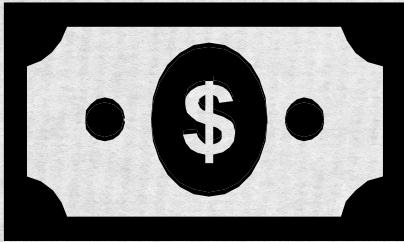
ANIMATOR

National	Employment		Percent Change	Projected Annual Job Openings*
	2014	2024		
United States	64,400	68,300	6%	1,590

State	Employment		Percent Change	Projected Annual Job Openings*
	2014	2024		
California	21,800	25,100	+15%	740



ANIMATOR PAY



WORK SAMPLES!

Have you **SHARED** your

WORK with your ES?

THE SEMESTER IS
ENDING VERY SOON.



ATTENDANCE





LACK OF TIME MANAGEMENT KEEPS US UNORGANIZED

5 Common Time Management Mistakes

1

Failing to Keep a To-Do List

2

Not Setting Personal Goals

3

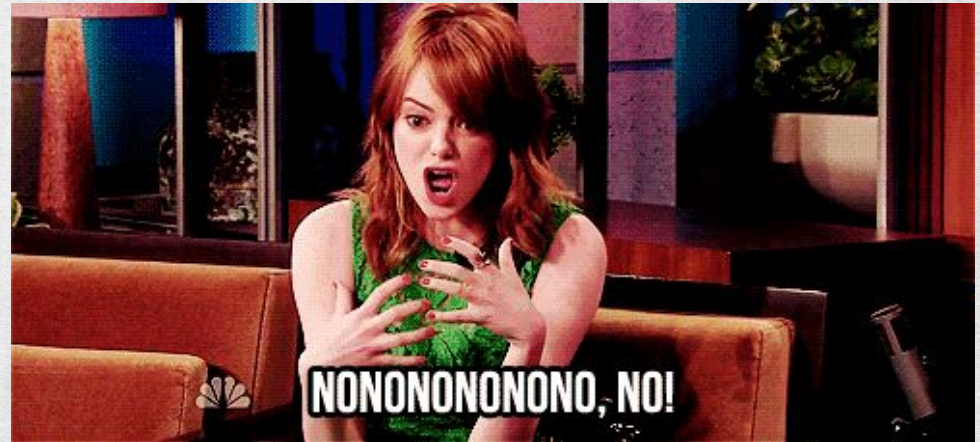
Not Prioritizing

4

Failing to Manage Distractions

5

Procrastination



Thanks www.MindTools.com

#1 - Failing to Keep a To-Do List

Do you ever have that nagging feeling that you've forgotten to do an important piece of work? If so, you probably don't use a To-Do List to keep on top of things. (Or, if you do, you might not be using it effectively!)

The trick with using To-Do Lists effectively lies in prioritizing the tasks on your list. Many people use an A – F coding system (A for high priority items, F for very low priorities). Alternatively, you can simplify this by using A through D, or by using numbers.

If you have large projects on your list, then, unless you're careful, the entries for these can be vague and ineffective. For instance, you may have written down "Start on budget proposal." But what does this entail? The lack of specifics here might cause you to procrastinate, or miss key steps. So make sure that you break large tasks or projects down into specific, actionable steps – then you won't overlook something important.

#2 - Not Setting Personal Goals

**Do you know where you'd like to be in six months?
What about this time next year, or even 10 years from
now? If not, it's time to set some personal goals!**

**Personal goal setting is essential to managing your
time well, because goals give you a destination and
vision to work toward. When you know where you want
to go, you can manage your priorities, time, and
resources to get there. Goals also help you decide
what's worth spending your time on, and what's just a
distraction.**



#3 - Not Prioritizing



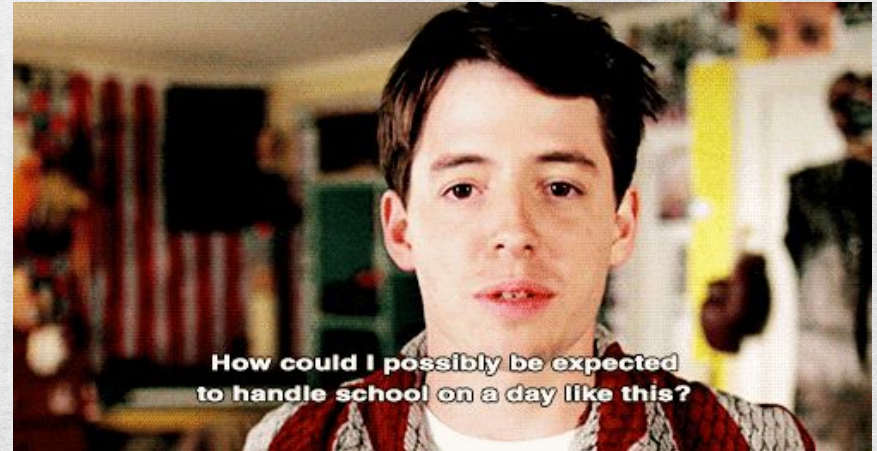
Your assistant has just walked in with a crisis that she needs you to deal with right now, but you're in the middle of brainstorming ideas for a new client. You're sure that you've almost come up with a brilliant idea for their marketing campaign, but now you risk losing the thread of your thinking because of this "emergency."

Sometimes, it's hard to know how to prioritize , especially when you're facing a flood of seemingly-urgent tasks. However, it's essential to learn how to prioritize tasks effectively if you want to manage your time better.

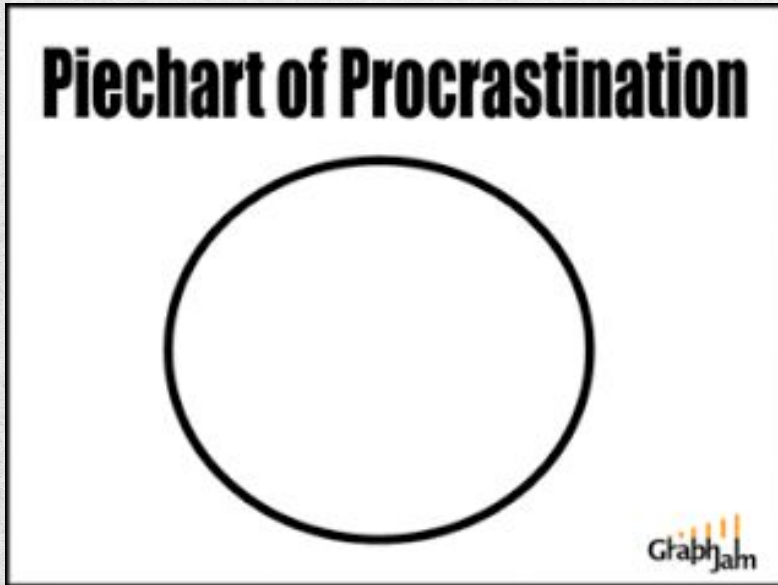
#4 - Failing to Manage Distractions

Do you know where you'd like to be in six months? What about this time next year, or even 10 years from now? If not, it's time to set some personal goals!

Personal goal setting is essential to managing your time well, because goals give you a destination and vision to work toward. When you know where you want to go, you can manage your priorities, time, and resources to get there. Goals also help you decide what's worth spending your time on, and what's just a distraction.



#5 - Procrastination



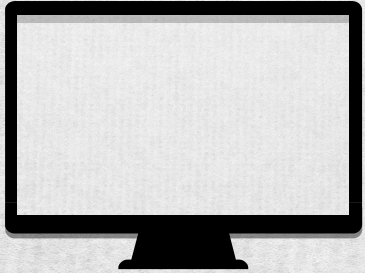
Procrastination occurs when you put off tasks that you should be focusing on right now. When you procrastinate, you feel guilty that you haven't started; you come to dread doing the task; and, eventually, everything catches up with you when you fail to complete the work on time.

For instance, one useful strategy is to tell yourself that you're only going to start on a project for ten minutes. Often, procrastinators feel that they have to complete a task from start to finish, and this high expectation makes them feel overwhelmed and anxious. Instead, focus on devoting a small amount of time to starting.

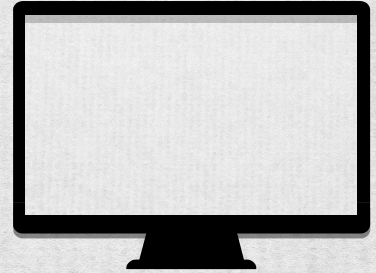
A grayscale photograph of the Space Shuttle Columbia during its ascent. The shuttle is positioned vertically, with its external tank and solid rocket boosters visible. A large, billowing plume of white smoke and fire trails behind it as it rises. To the left of the shuttle, the launch pad service structure is visible, featuring a tall vertical mast and various support platforms. The background is a clear, light-colored sky. On the right side of the image, there is a semi-transparent teal rectangular overlay containing the text "TICKET OUT!".

TICKET OUT!

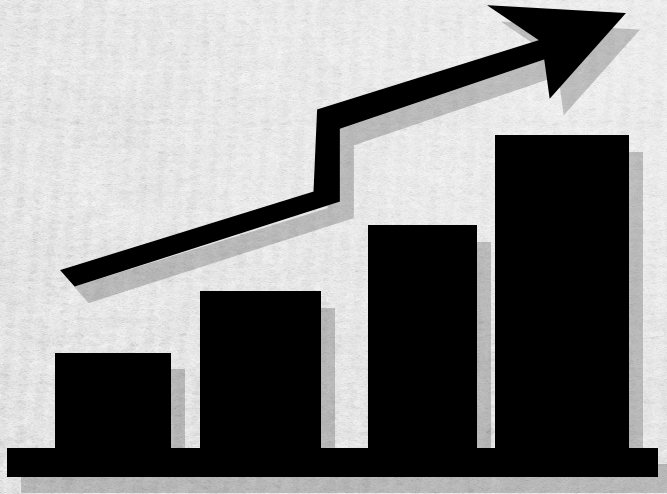
1. DOWNLOAD THE TICKET OUT



DOWNLOAD
TICKET OUT **A & B** FROM THE CLASS WEBSITE



2. Complete Worksheet A



Prioritize your life!

Prioritize

What's Important
Define and Prioritize your top 10 Personal Values

Rank ✓	Rank ✓	Rank ✓
☐ Love	☐ Faith	☐ Family
☐ Friendships	☐ Change	☐ Serving others
☐ Achievement	☐ Philanthropy	☐ Leading
☐ Excitement	☐ Authenticity	☐ Solitude
☐ Arts	☐ Balance	☐ Time
☐ Community	☐ Laughter	☐ Honesty
☐ Happiness	☐ Influencing others	☐ Knowledge
☐ Security	☐ Compassion	☐ Recognition
☐ Meaningful work	☐ Money	☐ Contributing
☐ Helping	☐ Nature	☐ Inspire
☐ Choice	☐ Sharing	☐ Pleasure
☐ Freedom	☐ Competence	☐ Health
☐ Intimacy	☐ Joy	☐ Self-respect
☐ Success	☐ Efficiency	☐ Teaching
☐ Adventure	☐ Growing	☐ Stability
☐ Independence	☐ Adventure	☐ Expertise
☐ Power	☐ Peace	☐ Travel
☐ Learning	☐ Integrity	☐ Connecting
☐ Fun	☐ Creativity	☐ Recreation / Play
☐ Passion	☐ Belonging	☐ Making a difference
☐ Comfort	☐ Advancement	☐ Competition
☐ Trust	☐ Relationships	☐ Financial security
☐ Order	☐ Intellect	☐ Decisiveness
☐ Reach full potential	☐ Excellence	☐ Taking risk
☐ Wisdom	☐ Tradition	☐ Leaving a legacy

Prioritize

We all value different things and our values influence our actions, our attitudes and the choices we make in life. Please check and rank your top 10 personal values. List what is most important to you below.

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

3. Complete Worksheet B

TO DO	
TOP PRIORITIES	GOAL DATE
☐ *	_____
☐ *	_____
☐ *	_____
SECONDARY TASKS	
☐ _____	☐ _____
☐ _____	☐ _____
☐ _____	☐ _____
☐ _____	☐ _____
☐ _____	☐ _____
☐ _____	☐ _____
☐ _____	☐ _____
NOTES	



4. Upload both worksheets



EXTRA CREDIT (5 POINTS)



1

Get yourself a Google Account
(You'll need 1 for next week.)

2

Make a screenshot of you logged
in to your account (See below)

3

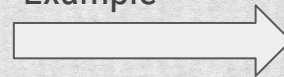
Rename the file with your last
name ("Metoyer")

4

Upload your image to the class
website.

5

Example



A stylized illustration of a computer monitor with a black frame and a dark grey base. The screen is white and displays the words "THANK YOU" in a large, bold, blue, sans-serif font. The monitor is centered on a light grey background.

THANK YOU