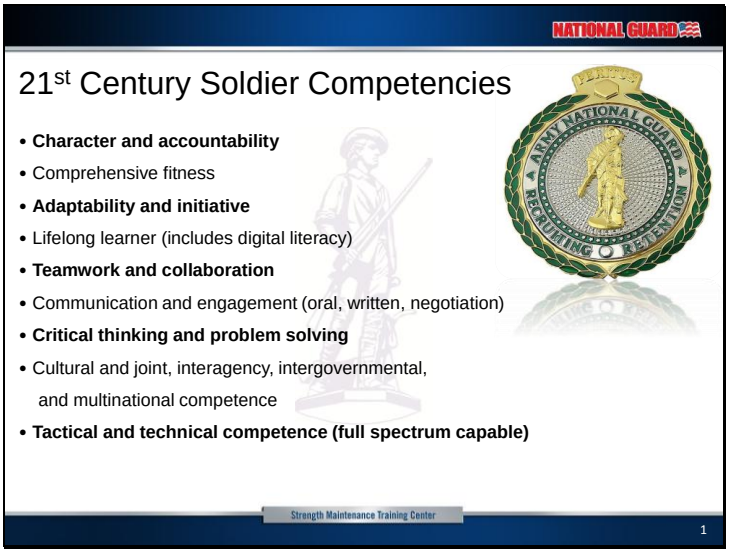
Slide 1



Method of Instruction: CO
Facilitator to Student Ration: 1:25
Time of Instruction: 20 minutes
Media: Power Point

BLOCK AUTHOR: Mr. Michael R. Langston Sr.

LESSON AUTHOR: Mr. Kevin L. Tarver

DATE PREPARED: 5 December 2014
DATE REVISED: 27 March 2015

LEARNING OUTCOME: The goal of this lesson is to provide the students with the skills and knowledge necessary to control their time in order to meet the mission goals. The plan also includes personal time, professional development and normal day-to-day activities to keep from becoming overwhelmed or losing direction.

At the conclusion of this lesson, students should be able to use Recruiter Zone to develop an efficient and effective Time Management work plan. They should also be able to use Leader Zone to evaluate a Time Management work plan in order to identify the strengths and weaknesses of that plan.

This lesson is associated with the following 21st Century Soldier Competencies which should be reinforced as much as possible.

- Character and accountability
- Adaptability and initiative
- Teamwork and Collaboration
- Critical thinking and problem solving
- Tactical and technical competence

ASSIGNED READING: N/A

INSTRUCTOR ADDITIONAL READINGS: N/A

CLASSROOM AIDS REQUIRED:

Facilitator Note: Incorporate the political, military, economic, social, infrastructure, and physical environment and time (PMESII & PT) into each lesson and classroom work as appropriate. Facilitator will illustrate them with appropriate examples from the Operating Environment (OE) as it pertains to the lesson.

Safety Requirements: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 Composite Risk management Worksheet during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC).

Risk Assessment: Low : Environmental related risk assessment: No food or drink allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you may be required to power down. Use precautions with electrical equipment during thunderstorms / electrical.

Environmental Considerations: Facilitator should conduct a risk assessment to include environmental considerations IAW FM 3-34.5, Environmental Considerations (MCRP 4-11B), and ensure students are briefed on hazards and control measures. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34-5 Environmental Considerations and GTA 05-08-002 ENVIORNMENTAL – RELATED RISK ASSESSMENT.

Foreign Disclosure: FD1, No limitations.

Slide 2

Concrete Experience

Note: Click the link in the slide to view the Time Management Video.

Publish:

Ask the students the following questions:

What just happened in the video?

Have any of you ever had a day like the one just shown in the video?

Were the issues addressed in the video similar to events in real life?

Process:

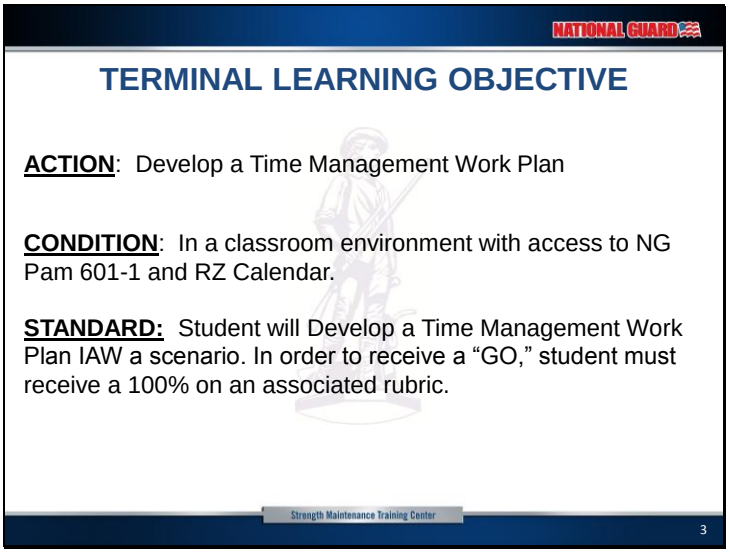
Ask the students the following questions:

How did this video make you feel?

Were the events in the video under the control of the Recruiter? How or what could the Recruiter have done to take better control of the situation?

What do I mean when I say in time management you should always plan for the rocks, before the pebbles and sand?

Slide 3



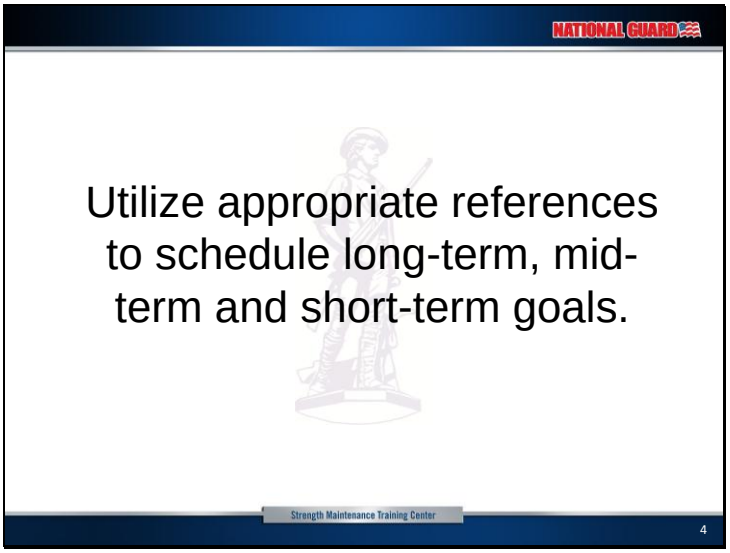
Action – Develop a Time Management Work Plan

Condition – In a classroom environment with access to NG Pam 601-1 and RZ Calendar

Standard – Student will Develop a Time Management Work Plan IAW a scenario. In order to receive a "GO," student must receive a 100% on an associated rubric.

Facilitator note: Attempt to connect the TLO with the video used as the Concrete Experience.

Slide 4



Learning/Step Activity One – Utilize appropriate references to schedule long-term, mid-term and short-term goals.

Method of Instruction: Facilitation
Facilitator to Student Ration: 1:25
Time of Instruction: 25 minutes
Media: Power Point

Facilitator note: Facilitate a discussion with the questions listed below:

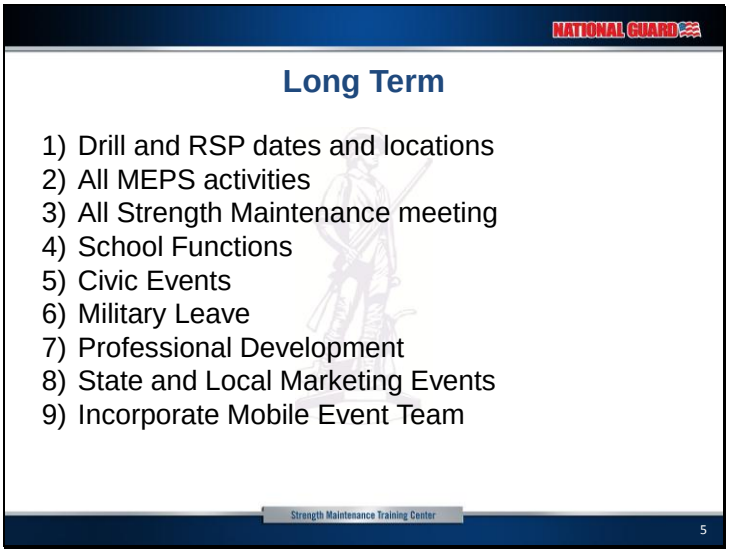
- What has been the guidance currently from your state when it comes to creating your time management work plan? Answers will vary.

- What regulatory guidance is there when it comes to creating your time management work plan? Possible answers: NG Pam 601-1, para 2-5.

- What are some examples of long-term goals? See NG Pam 601-1 para 2-10.

Facilitator note: After pulling possible answers, **show next slide.**

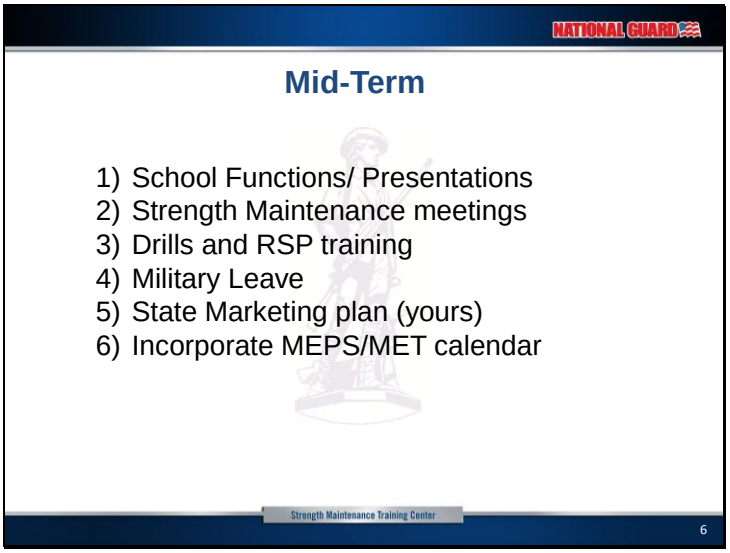
Slide 5



Facilitator note: Review possible answers.

Facilitator note: Ask : What are some examples of **mid-term goals**? See NG Pam 601-1 para 2-11. After pulling possible answers, show next slide.

Slide 6



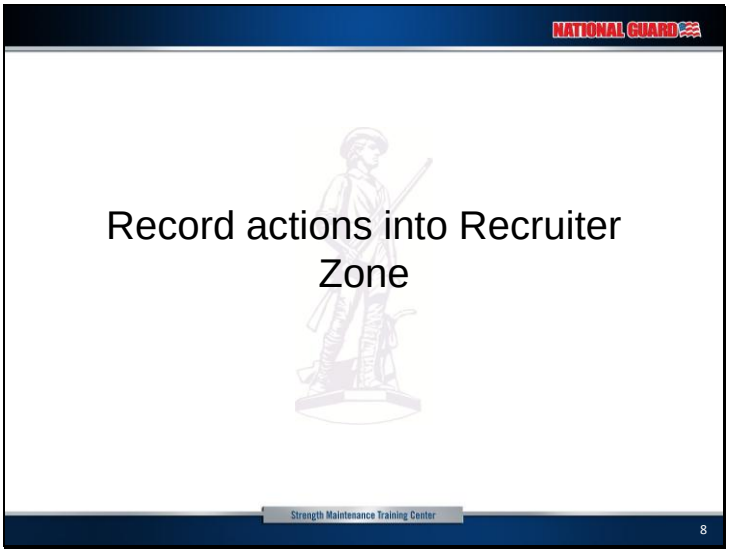
Facilitator note: Review possible answers.

Facilitator note: Ask : What are some examples of **short-term goals**? See NG Pam 601-1 para 2-12. After pulling possible answers, show next slide.

Slide 7

Facilitator note: Review possible answers.

Slide 8



Learning/Step Activity Two – Record actions into Recruiter Zone.

Method of Instruction: Demonstration
Facilitator to Student Ration: 1:25
Time of Instruction: 1 hour
Media: Online

Note: Log in and also have the students log into RTNIKROME with their associated student account and have them go into the RZ application.

Say: Use the RZ calendar (read IAW NGR 601-1, para 2-18 q) to develop long-term, mid-term and short-term planning for events, prospecting plans and following-up on appointments. The calendar is an extremely valuable tool for RRNCOs to plan, coordinate, schedule, record, review information regarding prospecting, processing, appointments and other activities and events. Added features include setting up a preferred view, printing the Calendar, Contact Plan Status, and an ARNG Calendar.

Facilitator note: Facilitate a discussion with the questions listed below: **Answers will vary.**

- What has the state guidance been on recording your time management work plan? Recruiter Zone Calendar, Outlook Calendar, etc.

- Do you feel this has been an effective way to record and track your time management work plan?

- How does your RRNCOIC track and monitor your time management work plan?

- Do you feel that your RRNCOIC gives appropriate feedback and guidance on your submitted Time Management Work Plan?

- How many days of the month would you say you have for prospecting?

Demonstrate: The RZ Calendar's six groups: Overview, Daily, Weekly, Monthly, Add Contact Plan Activities, and Add Event.

- The Overview brings up the Daily Calendar view.

b. The Daily view will open your Calendar for the current day and display all planned events, prospecting activities and follow-ups that you have added to your Calendar. Awaiting My Action items display at the bottom of the screen as well.

c. The Weekly view opens your Calendar for the current week and display all planned events, prospecting activities and follow-ups that you have added to your Calendar. View of Awaiting My Action is here as well.

d. The Monthly view opens the Calendar for the current month and display all planned events, prospecting activities and follow-ups that you have added to your Calendar.

e. The "Add Contact Plan Activities" will open the current day prospecting activities plan. (* indicates required fields)

1) *Input start/stop time, activity type and number of attempts.
2) *Talk through the status (Grad, Senior, PS, other/Junior)
3) *Explain planned appointments
Note: Planned attempts does not equal appointments made.
4) *Save to Calendar
5) Select and Submit (this allows the RNCOIC to view the activity)

NOTE: Have the students look at the box on the right to see the plans submitted within the 7-day window.

f. Add Events for the current day or future dates. (* indicates required fields)

1) *Select event type
2) *Select event subject
3) Enter event location
4) *Enter start date and time

5) * RRNCO Comments
6) Add reminders (this will add a remark to the “my view’” page on the day of the event)
7) Add recurring days/weeks if applicable
8) *Save to Calendar
9) Select and Submit (this allows the RNCOIC to view the activity)

Note: If you add school events, ensure you add school events in RZ and it will populate in SZ activates. If you add in SZ, it will not populate in RZ.

g. Scheduling a Next Action in the record’s Contact History.

Note: Demonstrate quick attempts, terminations, follow up activities, and adding to calendar and then facilitate a discussion with the questions listed below:

Q: Why do some states not use the RZ Calendar?
Answers will vary.

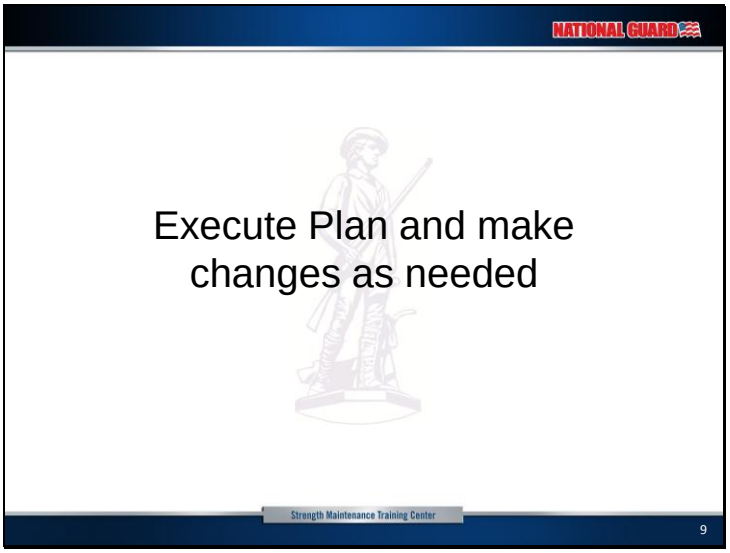
Q: Why should you use the RZ Calendar?
Answers will vary.
Note: Ensure you discuss RZ and LZ reports

Q: What are some of the methods used for time management if you don’t use the RZ Calendar and why are they used?
Answers will vary.

PE: Replay the video from the concrete experience, freezing the screen with the Recruiter’s to do list and schedule.
Note: stop video at 31 seconds for the to do list and 46 seconds for the schedule. Explain to the students that they will be shown the importance of this information later.

Say: For the next 5 minutes I want you to online to RTNIKROME and capture the to do list from the Recruiter in the scenario. We already know that there are issues with this to do list, but at this time we want to capture the original plan in RZ. We will review this plan and make recommended changes when we discuss Leader Zone in a few minutes.

Slide 9



Learning/Step Activity Three – Execute Plan and make changes as needed.

Method of Instruction: Facilitation
Facilitator to Student Ration: 1:25
Time of Instruction: 15 minutes
Media:

Facilitator note: Facilitate a discussion with the questions listed below: **Answers will vary.**

- How often have your short-term goals and plans changed on your time management work plan? Why can it be difficult sometimes planning out your short-term? Possible answers: NCOIC directed, SMOMS, RRC directed events etc.

- What are some of the issues you could encounter that will change your mid-term and long-term goals on your time management work plan? Answers will vary.

- How often should you access or reevaluate your time management work plan? Answers will vary.

- Do you think sometimes an RRNCO doesn't give their plan enough time to see if it truly works before trying to implement changes? Answers will vary.

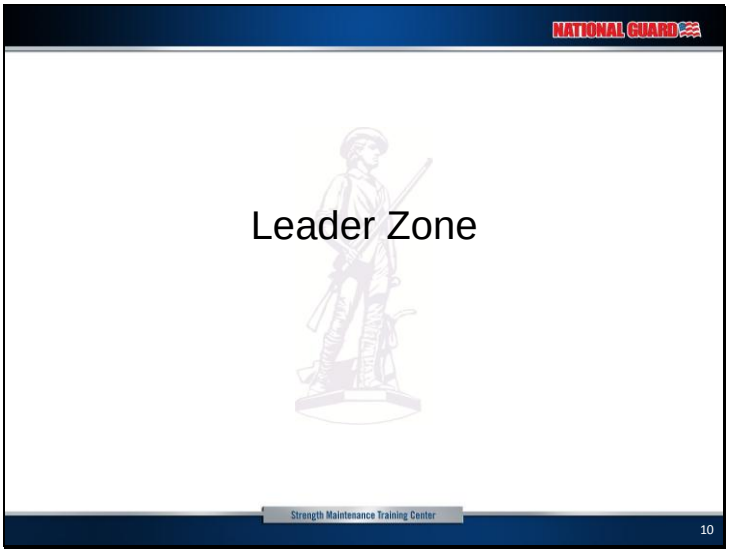
Demonstrate the Automated Mission Success Planner (located under student resources) for the RZ Calendar in production IKROME.

Facilitator note: Facilitate a discussion with the questions listed below: **Answers will vary.**

1. What are some issues you should consider when planning for your Contact Plan Activities?

2. How does the issues address in the Automated Mission Success Planner affect your 5-1-2-1-1 work ethic?

Slide 10



Learning/Step Activity Four – Leader Zone

Method of Instruction: Demonstration
Facilitator to Student Ration: 1:25
Time of Instruction: 30 minutes
Media: Online

Demonstrate: Prospecting Guidance in Leader Zone

Say: When RRNCOs submit their calendars, RRNCOICs will be able to review them and make adjustments as needed. The RRNCOIC can efficiently track and manage RRNCOs' calendars using the Prospecting Guidance tab in LZ. When the RRNCO submits a calendar to the RRNCOIC, the applicable box will populate. This Calendar Review tab facilitates a rolling three weeks. The RRNCOIC selects a field to display the RRNCO's Calendar for the selected day.

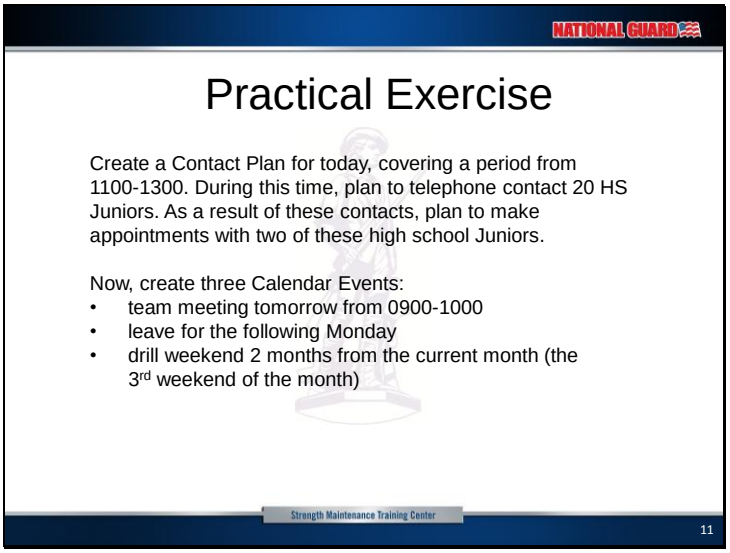
At the top of the screen there are three hyperlinks: Previous Week, Current Week, and Next Week. You have the ability to view current, previous and next week Calendars at the click of a button.

Currently, there is no mandated guidance requiring the RRNCOIC to approve an RRNCO's Calendar; however, this is still an excellent tool to assist RRNCOs in time management. The RRNCOIC can stay on top of prospecting efforts and make adjustments as needed, by simply corresponding with the RRNCO telephonically or by email.

Facilitator note: Facilitate a discussion with the questions listed below: **Answers will vary.**

- If you were an RRNCOIC, would you want to track the time management of your Recruiters? Why?
- Why would LZ be a good method for tracking the time management of your team?
- Is there another tool more effective, if so why is it more effective?

Slide 11



Learning/Step Activity Five – Practical Exercise

Method of Instruction: PE
Facilitator to Student Ration: 1:25
Time of Instruction: 30 minutes
Media: Scenario

Facilitator note: Have the students create a contact plan with the information below.

Create a Contact Plan for today, covering a period of 1100-1300. During this time, plan to telephone contact 20 HS Juniors.
As a result of these activities, plan to make appointments with 2 HS Juniors.

Now, create three Calendar Events: team meeting tomorrow from 0900-1000, leave for the following Monday, and drill weekend 2 months from the current month (the 3rd weekend of the month).

Slide 12

REVIEW AND SUMMARY

Method of Instruction: Facilitation
Facilitator to Student Ration: 1:25
Time of Instruction: 30 minutes
Media: PowerPoint

DEVELOP

Facilitator Note: Facilitate a discussion on how to use this information in the field. Attempt to tie this back to the original Concrete Experience. Allow students to discuss real world scenarios related to the following topics:

What are some of the big rocks in your life that you have missed out on or fell short of achieving because of poor time management?

Will putting things in the proper perspective in life really work in Recruiting? If you say no, why? If you say yes, how are you planning to implement it?

How could this help you moving forward if you start to use the RZ calendar? Answers may include: NCOER bullets, counselings, accurate visibility from higher.

APPLY

We have already had a practical exercise that has helped in determining that you understand the material discussed in this lesson. You will also Develop a Time Management Work Plan IAW a scenario as a performance evaluation. In order to receive a "GO," you must receive a 100% on an associated rubric.

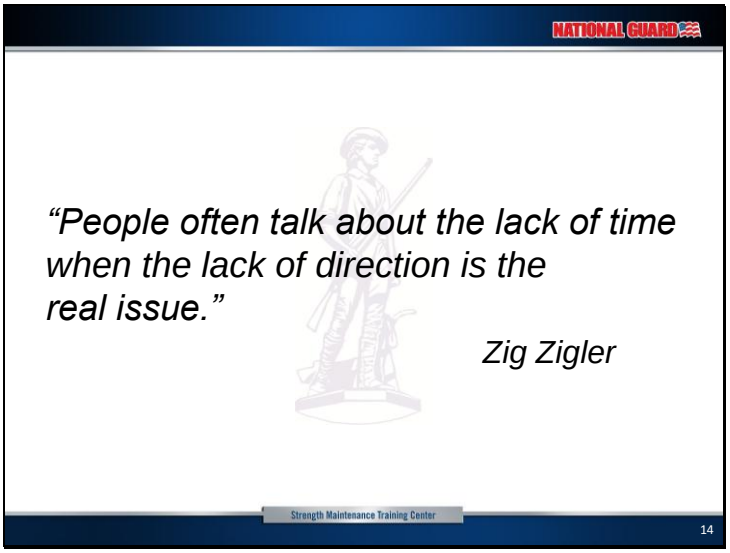
Note: Show the students the rubric in Blackboard and answer any questions the students might have in regard to the rubric.

Slide 13

Summary:

In this lesson, we discussed Developing a Time Management Work Plan. We utilized appropriate references to schedule long-term, mid-term, and short-term goals and plans, recorded actions into Recruiter Zone, executed Plan and made changes as needed, and finally we utilized Leader Zone to provide Prospecting Guidance. Any questions?

Slide 14



"People often talk about the lack of time when the lack of direction is the real issue."

Zig Zigler