

**ARNG - SQI4- Employ a Time Management Work Plan
1038-79T-2458 / Version 3.0
Effective Date Not Assigned**

SECTION I. ADMINISTRATIVE DATA

| | | | | |
|--|---|--|-------------------------------|-------------------------------|
| All Courses Including This Lesson | <u>Course Number</u> | <u>Version</u> | <u>Course Title</u> | |
| | 805B-79T-SQI4 | 3.0 | ARNG Recruiting and Retention | |
| Task(s) Taught(*) or Supported | <u>Task Number</u> | <u>Task Title</u> | | |
| | <u>Individual</u> | 1038-79T-2478 (*) Employ a Time Management Work Plan | | |
| Reinforced Task(s) | <u>Task Number</u> | <u>Task Title</u> | | |
| | None | | | |
| Knowledge | <u>Knowledge Id</u> | <u>Title</u> | <u>Taught</u> | <u>Required</u> |
| | 805B-K-0058 | Know Recruiting Operational Environment | Yes | Yes |
| | 805B-K-0080 | Know Recruiter Zone Application | Yes | Yes |
| | 805B-K-0128 | Know After Action Review process | Yes | Yes |
| | 805B-K-0088 | Know State Marketing Plan | Yes | Yes |
| | 805B-K-0089 | Know ARNG Career Planning | Yes | Yes |
| Skill | <u>Skill Id</u> | <u>Title</u> | <u>Taught</u> | <u>Required</u> |
| | 805B-S-0007 | Operate A Computer | Yes | Yes |
| | 805B-S-0062 | Perform Analysis of Information | Yes | Yes |
| | 805B-S-0065 | Perform Organizational Skills | Yes | Yes |
| | 805B-S-0004 | Navigate Computer Software | Yes | Yes |
| | 805B-S-0035 | Perform Research Skills | Yes | Yes |
| Administrative/ Academic Hours | The administrative/academic hours required to teach this lesson are as follows: | | | |
| | <u>Academic</u> | <u>Resident Hours / Methods</u> | | |
| | Yes | 0 hrs | 45 mins | Practical Exercise (Hands-On) |
| | Yes | 1 hr | 30 mins | Conference/Discussion |
| | Yes | 0 hrs | 0 mins | Test Review |
| | Yes | 0 hrs | 0 mins | Test |
| Total Hours: | | 2 hrs | 25 mins | |
| Test Lesson Number | <u>Hours</u> | <u>Lesson Number</u> | | |
| | None | | | |
| Prerequisite Lesson(s) | <u>Lesson Number</u> | <u>Lesson Title</u> | | |
| | None | | | |

**Training
Material
Classification**

Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.

**Foreign
Disclosure
Restrictions**

FD5. This product/publication has been reviewed by the training/educational developers in coordination with the PEC-SMTC FD authority. This product is releasable to students from all requesting foreign countries without restrictions.

References

| <u>Number</u> | <u>Title</u> | <u>Date</u> | <u>Additional Information</u> |
|---------------------|--|-------------|-------------------------------|
| NG PAM 601-1 | Personnel Procurement - Army National Guard Strength Maintenance Program | 04 Aug 2006 | |
| NGR 601-1 | Personnel Procurement - Army National Guard Strength Maintenance Program | 28 Apr 2006 | |
| RECRUITER ZONE 2.00 | Recruiter Zone 2.00 Users Manual | 18 Sep 2006 | |

**Student Study
Assignment**

Read over NGR 601-1 Para 2-5 – 2-13, 2-18, NG PAM 601-1 Appendix B,C.

Homework due day 16 - Students will turn in their Time Management Calendar NLT 0800 to their SLC mentor.

**Instructor
Requirements**

SMTC Qualified Instructor(s)

**Additional
Support
Personnel
Requirements**

| <u>Name</u> | <u>Student Ratio</u> | <u>Qty</u> | <u>Man Hours</u> |
|-------------|----------------------|------------|------------------|
| None | | | |

**Equipment
Required
for Instruction**

| <u>ID - Name</u> | <u>Student Ratio</u> | <u>Instructor Ratio</u> | <u>Spt</u> | <u>Qty</u> | <u>Exp</u> |
|--|--------------------------|-----------------------------|------------|------------|------------|
| 6130-01-C12-1514 - Power Supply Assembly, TYX: Battery Back Up UPS APC | 1:5 | 1:1 | No | 0 | No |
| 6730-01-C07-0756 - Projector, LCD/DLP: ELP7200 Epson | 0:0 | 1:1 | No | 0 | No |
| 6730-01-C13-1784 - Screen Projection, Rear/Fixed or PT: 980S Quartet | 0:0 | 1:1 | No | 0 | No |
| 702101C056576 - COMPUTER, PERSONAL WORKSTATION | 0:0 | 1:1 | No | 0 | No |
| 702101C161319 - COMPUTER MICRO LAP TOP PORTABLE AC | 1:1 | 0:0 | No | 0 | No |
| 7025-01-559-1352 - Display Unit: Smartboard White 64 | 0:0 | 1:1 | No | 0 | No |
| 7520-01-186-3605 - Marker Assortment, Tube Type | 1:1 | 5:1 | No | 0 | Yes |
| 7520-01-C12-6434 - Easel, portable with/without Access TY SZ AA: QRT500TE Quartet | 1:5 | 1:1 | No | 0 | No |
| 7730-01-C09-7569 - Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba | 0:0 | 2:1 | No | 0 | No |

(Note: Asterisk before ID indicates a TADSS.)

**Materials
Required**

Instructor Materials:

1. NGR 601-1
2. NG PAM 601-1
3. Recruiter Zone (RZ) User Manual
4. RWS
5. Instructor CD

Student Materials:

1. NGR 601-1
2. NG PAM 601-1
3. Recruiter Zone (RZ) User Manual
4. RWS
5. Student CD

**Classroom,
Training Area,
and Range
Requirements**

| <u>ID - Name</u> | <u>Quantity</u> | <u>Student Ratio</u> | <u>Setup Mins</u> | <u>Cleanup Mins</u> |
|---|-----------------|--------------------------|-----------------------|-------------------------|
| 17120-M-1600-40 Classroom, Multipurpose, 1600 Square Feet, 40 Students | | 1:25 | 10 | 10 |

**Ammunition
Requirements**

| <u>DODIC - Name</u> | <u>Exp</u> | <u>Student Ratio</u> | <u>Instruct Ratio</u> | <u>Spt Qty</u> |
|---------------------|------------|--------------------------|---------------------------|--------------------|
| None | | | | |

**Instructional
Guidance**

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Instructors must ensure the Operating Environment (OE) is addressed throughout the lesson.

Have a good understanding of how Recruiter Zone Calendar is used. Reviewed NGR 601-1 Para 2-5 – 2-13, 2-18, NG PAM 601-1 Appendix B, C.

**Proponent Lesson
Plan Approvals**

| <u>Name</u> | <u>Rank</u> | <u>Position</u> | <u>Date</u> |
|-------------|-------------|-----------------|-------------|
| None | | | NO DATA |

SECTION II. INTRODUCTION

Method of Instruction: Conference/Discussion
Instr Type(I:S Ratio/Qty): 79T Certified Instructor (1:25/0)
Time of Instruction: 5 mins
Instructional Strategy: Large Group Instruction

Motivator

Show VU #1: Title Slide

Prior to this lesson, you have learned key concepts which will all become a part of a time management work plan, i.e. school programs and prospecting. This class focuses on developing the calendar within Recruiter Zone in accordance with the time management guidance outlined at the national level. These calendars are submitted to your RRNCOIC, and, therefore, may be one of the first, and arguably the most important, tasks you perform when you return to your duty station. Failure to manage your time efficiently may cost you your job.

Show VU #2: TLO

Terminal Learning Objective

NOTE. Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

| | |
|-------------|--|
| Action: | Employ a time management work plan to effectively balance and prioritize the duties, responsibilities, and time of an RRNCO |
| Conditions: | In a classroom environment, given a RWS and NG Pam 601-1 |
| Standards: | Students must create a 30 day time management work plan and receive a 70% or higher on a performance-based evaluation rubric |

Safety Requirements

In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil consideration, (METT-TC).

No food or drink is 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 will be instructed to power down equipment. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

In the event of a tornado, or other adverse weather, designated storm shelters provide protection. In SGT Young Hall, the designated storm shelters are: all latrines and GuardX Rooms.

Risk Assessment Level

Low - Power and Data Cables on the floor.

Assessment: Power cords and data cables may cause a potential tripping hazard.

Controls: Tape or secure cables to the floor.

Leader Actions: Inspect floor prior to training. Periodically remind students to look down before they move their feet.

Low - Food or drink near computer and electrical equipment.

Assessment: Food or drinks may spill into electrical equipment and cause an electrical shock and damage equipment.

Controls: Do not allow food or drink around electrical or computer equipment.

Leader Actions: Inspect classroom prior to training. Identify and correct violations.

Low - Electrical storm

Assessment: During an electrical storm, surges of electricity can be passed through electrical equipment and can pose a hazard to equipment users.

Controls: Power down all electrical equipment.

Leader Actions: Locate fire extinguisher(s) and first aid kit(s) and ensure they are functional.

Low - Inclement Weather

Assessment: Tornadoes or other adverse weather can pose a huge safety risk.

Controls: In an emergency, move towards designated storm shelters.

Leader Actions: Identify storm shelters in the building and brief students.

Environmental Considerations

NOTE: Instructor 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 ENVIRONMENTAL-RELATED RISK ASSESSMENT. It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage.

Evaluation

Refer student to the Individual Student Assessment Plan (ISAP).

Instructional Lead-in

You have been learning how to process an applicant for enlistment (with all the associated tasks and duties). Now we'll discuss how to manage your day, week, month, and year, so you will have time to accomplish all of those things and more.

SECTION III. PRESENTATION

TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Review how to execute time management work plan.

Method of Instruction: Conference/Discussion

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)

Time of Instruction: 0 hrs 40 mins

Instructional Strategy: Large Group Instruction

Media Type: PowerPoint Presentation

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

NOTE: Facilitate a group discussion with the questions below.

1. What activities do you take into consideration when planning your time?
2. Do any of you use a planner or another tool to document your time management?
3. What are some ways you could improve your time management?

Show VU #3: Breakout

Group breakout session- Break students into small groups, assign NG Pam 601-1 Para 2-5 – 2-13, Appendix C (should had been read the night before) to groups. Have groups spend 10 minutes picking out key points. Have each group brief their key points to the class.

1. Group 1 para. 2-5, 2-6
2. Group 2 para. 2-7, 2-8
3. Group 3 para. 2-9, 2-10
4. Group 4 para. 2-11, 2-12
5. Group 5 para. 2-13, Appendix C

Check on Learning:

Show VU #4: Check on learning

What is the timeframe covered when developing a long-term plan?

One year Reference: NG Pam 601-1 Para 2-10

Show VU #5: Check on learning

In what order should you formulate your time management work plan?

Long-term, Mid-Term, and Short-term Reference: NG Pam 601-1 Para 2-10 through 2-12

Show VU #6: Check on learning

Where else can you find a list of responsibilities for the

RRNCO?

NGR 601-1 Para 2-18 Reference: NGR 601-1 Para 2-18

Show VU #7: Check on learning

Where in the NG PAM 601-1 can you find a list for activities/tasks/functions that RRNCOs may consider when developing their work plans?

Appendix C Reference: NG PAM 601-1, Appendix C

Show VU #8: Check on learning

What is the key to successful recruiting?

**Early and careful planning Reference: NG PAM 601-1
Para 2-5**

Review Summary:

Time is the most valuable asset you have. How you spend it will determine your success as an RRNCO. Identify the responsibilities of your job and plan them into the time available to you. Follow your plan.

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. Schedule short-term, mid-term, long-term plans in Recruiter Zone. Post/review results to determine effectiveness of work plan.

Method of Instruction: Conference/Discussion

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)

Time of Instruction: 0 hrs 30 mins

Instructional Strategy: Large Group Instruction

Media Type: PowerPoint Presentation

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Show VU #9: RZ Website

Select a student to be your demonstrator at your computer while you talk through the following steps.

Instruct the students to log-into Recruiter Zone by first going to

<http://myusaac.army.mil/>. Refer the students to RZ User Manual to follow the steps as outlined by chapter 5. Since the students have been to this application before, they should have little trouble logging in it and finding the calendar. Try to let them do it on their own, but if you have to explain it: Login screen- at this time demonstrate/explain how to login using CAC or personal ID/password: Click on either *Log in with your CAC* or *Log in with your user ID* depending on which function you will be using.

- a. Instruct students to go to the Home screen, click on *Applications* and click on *Recruiter Zone*.
- b. From the Recruiter Zone Portal screen, go to *Calendar* and click on *Add Event* - type in an event subject. Example: Headquarters, Washington State Guard
- c. Then type in an Event Type. Example: Drill Weekend
- d. Type in a brief description. This space is used for briefly describing the series of events that will occur during this activity. Example: LNO Training Recruiting
- e. Next, type in the event location (street address) for example, 4725 NW Seabeck, HWY Bremerton, WA 98312
- f. Then, fill in the event time and date portion by clicking on the calendar and selecting the appropriate date. Then select the start time drop down and select the appropriate time the activity will begin. Then do the same with the end time.
- g. Go down to recruiter's comments and change "add reminder" to yes. The calendar will come up and select the day prior to the event. You may add any of your own personal comments at this time.
- h. Tell the students: the recurring events feature is used when the same event happens on the same day each month. You can set the reminder to remind you a day prior to the event, allowing you to call or verify the appointment or event which will save you time.
- i. Have the students Click "Save" to calendar.
- j. Check the day's event by clicking the corresponding date on the calendar. Your daily calendar will appear and should reflect the event you have just set. Daily Calendar appears.
- k. Next, click on the weekly calendar and verify the event appears in your weekly plan.
- l. Then, click on the monthly calendar and verify the event appears in your monthly plan.
- m. Tell the students: The daily calendar feeds into the weekly calendar, which feeds into the monthly calendar, and will eventually populate a yearly calendar.

Check on Learning:

NOTE: Have each student add this event to their Recruiter Zone calendars successfully.

1. On Oct 29, 2012, you will be conducting a school presentation. The class will be from 1000-1100 for 25 students.

Review Summary:

Your time management work plan should consist of three sections; short-term, mid-term, and long-term plans. This document should be a continual moving list of events. Follow this plan being careful not to overload yourself, at the same time, you need to have enough activity on your calendar to insure your success.

Method of Instruction: Practical Exercise (Hands-On)
Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)
Time of Instruction: 0 hrs 45 mins
Instructional Strategy: Hands-On Instruction
Media Type: Practical Exercise
Security Classification: This course/lesson will present information that has a
Security Classification of: U - Unclassified.

NOTE: Show VU #10: Practical exercise

Assign zip codes 72201, 72701, 72401, 71603, 72601. One to each group.

Give each student 5 minutes to think what important facts/statistics they will need from their zip code to develop a time management work plan. Have them consider all the guidance in NG Pam 601-1 and NGR 601-1.

After the initial 5 minutes, have them work as a group to come up with an overall list with at least 10 ideas. Have the group start collecting their information. Give the group 15 to 20 minutes.

As each group briefs, ask them to only highlight 2 or 3 of their ideas. Ensure each group gives different ideas than the ideas previously discussed.

Check on Learning: During the brief back, have each group to highlight 2 or 3 items they found useful. Do not repeat, each group should have new information.

Review Summary: Adding items to your calendar is essential for you to keep an organized schedule. Use your calendar and you will find your workday enjoyable and satisfying.

Show VU #11: TLO

SECTION IV. SUMMARY

| | |
|----------------------------|----------------------------------|
| Method of Instruction: | Conference/Discussion |
| Instr Type(I:S Ratio/Qty): | 79T Certified Instructor(1:25/0) |
| Time of Instruction: | 5 mins |
| Instructional Strategy: | Large Group Instruction |

Check on Learning

Instructor will conduct a Check on Learning at the end of each LSA.

Review/ Summary

Summarize the learning activity.

SECTION V. STUDENT EVALUATION

**Testing
Requirements**

Refer student to the Individual Student Assessment Plan (ISAP).

**Feedback
Requirements**

Answer students' questions and provide remedial training as needed.

Appendix A - Viewgraph Masters

**ARNG - SQI4- Employ a Time Management Work Plan
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| Sequence | Media Name | Media Type |
|-----------------|-------------------|-------------------|
| None | | |

Appendix B - Test(s) and Test Solution(s)

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 1038-79T-2458 Version 3.0

Appendix D - Student Handouts

**ARNG - SQI4- Employ a Time Management Work Plan
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| Sequence | Media Name | Media Type |
|-----------------|--|-------------------|
| 0 | Employ a Time Management Work Plan P-Point | PPT |

Appendix E - TRAINER'S LESSON OUTLINE

ARNG - SQI4- Employ a Time Management Work Plan

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DRAFT

1. The importance of this lesson: (Why)

Employ a Time Management Work Plan

2. What we want our Soldiers to Achieve: (Outcomes/Standard)

Employ a time management work plan; utilizing daily, mid-term and long-term goals/plans; recording the results in Recruiter Zone; resulting in an increase of leads to enlistment productivity.

3. Tasks to be taught

| <u>Task Number</u> | <u>Task Title</u> | <u>Task Type</u> |
|--------------------|------------------------------------|-------------------|
| 1038-79T-2478 | Employ a Time Management Work Plan | Individual TAUGHT |

Additional Non-Standard Tasks

None

4. References:

| <u>Reference Number</u> | <u>Reference Title</u> | <u>Date</u> |
|-------------------------|--|-------------|
| NG PAM 601-1 | Personnel Procurement - Army National Guard Strength Maintenance Program | 04 Aug 2006 |
| NGR 601-1 | Personnel Procurement - Army National Guard Strength Maintenance Program | 28 Apr 2006 |
| RECRUITER ZONE 2.00 | Recruiter Zone 2.00 Users Manual | 18 Sep 2006 |

Additional Non-Standard References

None

5. Resources

TIME: Time of Instruction (Time not specified)

LAND: Classroom, Training Area, and Range Requirements

| <u>Id</u> | <u>Name</u> |
|-----------------|--|
| 17120-M-1600-40 | Classroom, Multipurpose, 1600 Square Feet, 40 Students |

AMMO: Ammunition Requirements

| <u>DODIC</u> | <u>Name</u> |
|--------------|-------------|
| None | |

MISC: Materiel Items and TADSS Requirements

| <u>Id</u> | <u>Name</u> |
|------------------|--|
| 6130-01-C12-1514 | Power Supply Assembly, TYX: Battery Back Up UPS APC |
| 6730-01-C07-0756 | Projector, LCD/DLP: ELP7200 Epson |
| 6730-01-C13-1784 | Screen Projection, Rear/Fixed or PT: 980S Quartet |
| 702101C056576 | COMPUTER, PERSONAL WORKSTATION |
| 702101C161319 | COMPUTER MICRO LAP TOP PORTABLE AC |
| 7025-01-559-1352 | Display Unit: Smartboard White 64 |
| 7520-01-186-3605 | Marker Assortment, Tube Type |
| 7520-01-C12-6434 | Easel, portable with/without Access TY SZ AA: QRT500TE Quartet |
| 7730-01-C09-7569 | Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba |

(Note: Asterisk before ID indicates a TADSS.)

Additional Non-Standard Resources

None

6. A possible technique to achieve the outcome:

None

7. Conduct AAR with Soldier and Cadre.

None

NOTE: Before presenting this lesson, Instructors must be thoroughly prepared by studying the appropriate lesson plan and identified reference material.