



## **Competitive Event Prep Chapter 14**

# **Plan of Work Log**

### **Identify**

The ability to work collaboratively with others is an increasingly important skill in school and the workplace. National competitive events presented by organizations like FIRST, SkillsUSA, and TSA offer a number of opportunities for students to demonstrate enduring teamwork skills, including time management.

### **Set Up**

Carefully read the competitive event rules provided by one of these organizations. Choose a group of partners whose skills reflect those needed to address the challenge.

### **Execute**

With your team, develop a log for an internal plan of work. Establish time frames, choose a team leader, and develop short narratives that will explain what you hope to finish by the chosen date. Be aware of registration deadlines, vacation days, and scheduling conflicts that may inhibit your progress. Share the log with your instructor.

### **Evaluate**

As deadlines approach, mark your progress and readjust your goals to reflect changes in your approach.

### **Share**

Present your plan of work log to the panel of evaluators or judges. Discuss the value of time management, cooperation, and communication during your presentation. Suggest what you would do differently next time.