Activity 1

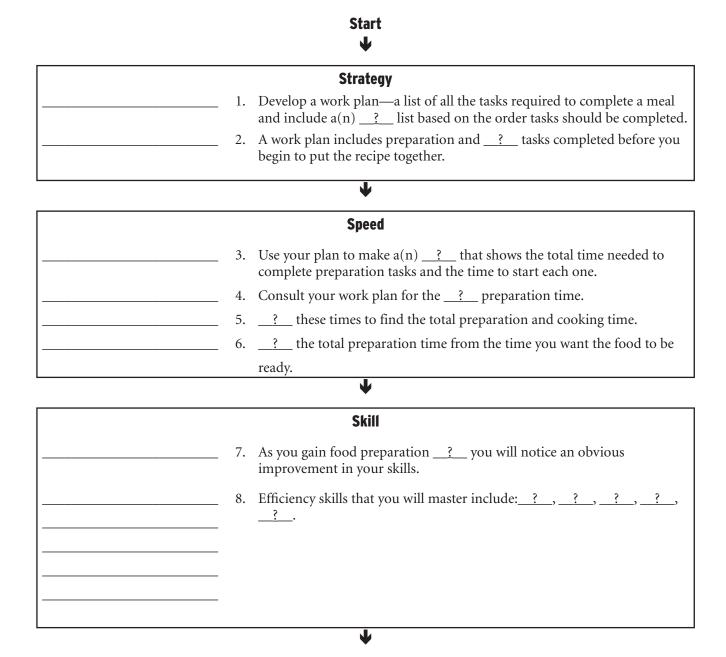
Chapter 26

Developing a Work Plan

Time Management and Teamwork

Purpose: To review how to make a work plan and timetable.

Directions: There are three keys to time management in the kitchen: strategy, speed, and skill. Below is a flowchart—a diagram that illustrates how to apply these keys. The flowchart has gaps. Fill in the words and phrases with information from the textbook to complete the flowchart.



Managing Time in the Kitchen

Making It Happen

Purpose: To explain the steps in making a work plan.

Directions: Read each statement below. Then write the word or words that complete each statement in the space provided to the left of each number.

1. A(n) ? is a list of all of the tasks required to complete a meal.

Date

2. Work plans fit into a larger process, including these five parts: (A.) Reading the <u>?</u> beforehand. (B.) Listing the <u>?</u>. (C.) Developing a <u>?</u>. (D.) Making a(n) <u>?</u> (E.) <u>?</u> the work plan.

- 3. A useful work plan starts with a(n) ? menu.
- 4. When making a work plan, note the (A.) <u>?</u> and equipment you will need. (B.) <u>?</u> temperature and time needed for each food. (C.) Food <u>?</u> techniques used.
- 5. You need to determine if any food can be __?__ ahead of time any steps that can be done as __?__, or tasks that can be done before you actually begin.
- 6. It is helpful to see if you can ____, or fit different tasks together smoothly.
- Once you have listed all the necessary tasks, you can make a(n) _____, working backwards from the serving time.
- 8. When the meal is over, ask yourself: (A.) Did I __? the meal on time?
 (B.) Did I feel __? or __? (C.) Could I have worked more __? ?
 (D.) What __? , if any, would make the same meal go more smoothly in the future?

Developing a Work Plan

Class

Activity	2

Chapter 26

Developing a Work Plan

Activity 3

Name _

Teamwork in the Foods Lab

Purpose: Explain how teamwork qualities help you work more efficiently in the foods lab and home kitchen. Directions: In the space provided, answer the questions about teamwork below.

1. In the foods lab, several people are working at different tasks at the same time. What do team members need to do to make things run smoothly in the lab?

2. What does showing respect promote?

3. What will prevent laying blame or getting bogged down with preparations?

- 4. What does learning your job and doing it carefully and efficiently show?
- 5. What will make the end-of-class cleanup easier and faster?