

Initiative & Self-Management

A proactive member of a team can be consistently productive and exceed the requirements of a job.

Organizing a project and creating a task calendar to ensure all components will be covered with time to revise is essential. Receiving and implementing feedback through working with a team is an essential part of taking initiative. Managing your schedule without requiring significant input or reminders from management shows integrity, initiative and leadership.

Active learning provides preparation for any situation, and this attention to detail demonstrates motivation and willingness.

Proactively gaining knowledge will result in additional flexibility when things change and shows strong preparation.

The goal of any employee should be to strive to create the best possible product or service.

Essential Skills: Leadership, Determination, Positive Attitude, Motivation, Willingness to Learn, Flexibility, Perseverance, Attention to Detail, Follow-Through, Managing Multiple Priorities

4 Exemplary	3 Accomplished	2 Developing	1 Emerging
<input type="checkbox"/> Takes initiative by consistently identifying what needs to be done and doing it.	<input type="checkbox"/> Takes initiative by proactively identifying what needs to be done and doing it.	<input type="checkbox"/> Takes initiative by getting things done as assigned.	<input type="checkbox"/> Does not take initiative to get things done.
<input type="checkbox"/> Works well independently without guidance.	<input type="checkbox"/> Able to work independently as needed.	<input type="checkbox"/> Able to work independently some of the time.	<input type="checkbox"/> Needs regular reminders to stay on task and help determining what to do.
<input type="checkbox"/> Analyzes problems and divides into smaller tasks to determine the best means to solve them.	<input type="checkbox"/> Studies problems and divides into smaller tasks to determine the best means to solve them.	<input type="checkbox"/> Struggles to address problems to determine the best means to solve them.	<input type="checkbox"/> Does not work to address problems to determine the best means to solve them.
<input type="checkbox"/> Actively seeks out new knowledge & skills to understand the concept to the fullest.	<input type="checkbox"/> Actively seeks out new knowledge & skills to understand the concept.	<input type="checkbox"/> Struggles with new knowledge & skills, leading to mixed understanding.	<input type="checkbox"/> Does not seek out knowledge & skills.
<input type="checkbox"/> Proactively learns, preparing for each possible question or situation.	<input type="checkbox"/> Monitors his/her own learning needs, preparing for a variety of problems or situations.	<input type="checkbox"/> Struggles to address his/her own learning needs	<input type="checkbox"/> Does not address his/her own learning needs.
<input type="checkbox"/> Creates a prioritized list of tasks required to complete a project and revises as needed.	<input type="checkbox"/> Creates a prioritized list of tasks required to complete a project.	<input type="checkbox"/> Creates a list of tasks required to complete a project.	<input type="checkbox"/> Does not organize tasks or prioritize work.
<input type="checkbox"/> Completes tasks and projects in time to obtain and implement feedback.	<input type="checkbox"/> Persists in bringing tasks and projects to completion.	<input type="checkbox"/> Brings most tasks and projects to completion.	<input type="checkbox"/> Struggles with completing tasks and projects.
<input type="checkbox"/> Manages time effectively through organization and planning for interruptions & setbacks.	<input type="checkbox"/> Manages time effectively through organization and planning for interruptions & setbacks.	<input type="checkbox"/> Manages time ineffectively, lacks organization OR fails to plan for setbacks.	<input type="checkbox"/> Manages time ineffectively, lacks organization AND fails to plan for setbacks.
<input type="checkbox"/> Applies what they have learned from mistakes in the past.	<input type="checkbox"/> Learns from mistakes & experiences.	<input type="checkbox"/> Struggles to learn from mistakes or experiences.	<input type="checkbox"/> Repeats mistakes.
<input type="checkbox"/> Analyzes career path for careers related to projects or assignments.	<input type="checkbox"/> Seeks information about related careers & post-secondary training	<input type="checkbox"/> Considers careers and/or post-secondary training related to projects or assignments.	<input type="checkbox"/> Does not consider careers or post-secondary options related to the project or assignment.
<input type="checkbox"/> Explores a topic in depth, yielding insight and/or information indicating interest in a subject.	<input type="checkbox"/> Explores a topic in depth to find insight.	<input type="checkbox"/> Explores a topic when interested.	<input type="checkbox"/> Does not explore topics in depth.



Industry Desired Initiative & Self-Management Outcomes:	Model Assignments
Takes initiative	<p><u>Look to your Future</u></p> <p>Students explore career opportunities and prepare a workplan for attaining the training they'll need to start their chosen careers.</p> <p>Additional Examples of Initiative & Self-Management Assignments</p> <ul style="list-style-type: none"> ● Career profile assignment ● Group projects ● Personality inventory, followed by a personal development or career education plan. ● Project portfolio ● Workplan submission for group projects. ● Personal calendaring/planners
Able to work independently as needed	
Looks for the means to solve problems	
Actively seeks out new knowledge and skills	
Monitors his/her own learning needs	
Prioritizes tasks	
Persists in bringing tasks and projects to completion	
Manages time effectively	
Learns from his/her mistakes	
Seeks information about related career options & post secondary training	

Initiative & Self-Management: Additional Resources	
<p>Junior Achievement JA Career Success Program</p> <p>JA Career Success: Session Five: Know Your Work Priorities</p> <p>JA Career Success: Session Six: Know Who's Hiring</p> <p>JA Career Success: Session Seven: Know Your Personal Brand</p>	
<p>SB1070 Career Pathways: www.CareerAcademics.org</p> <p>CareerReady! Developing a Work Ethic</p> <p>CareerReady! Developing Time Management</p> <p>CareerReady! Becoming an Active Learner</p>	
<p>San Diego Workforce Partnership: http://workforce.org/connect2careers</p> <p>Coming Soon!</p>	
<p>The New World of Work: http://www.newworldofwork.org/21st-century-skills/</p> <p>The New World of Work-Self Awareness Overview Video</p> <p>The New World of Work-Self Awareness Assessment Video</p>	
<p><u>The New World of Work: Lesson 1: Self-Awareness at Work:</u></p> <ul style="list-style-type: none"> ● Self-Awareness Brainstorm Sheet & Professional Evaluation Sheet Handouts ● Instructional PowerPoint 	<p><u>The New World of Work: Lesson 2: Personal Assessments:</u></p> <ul style="list-style-type: none"> ● Gallup Core Skills Student Worksheet ● MTBI Letter Codes Presentation ● KeirseY Types Presentation and KeirseY Career Worksheet
<p>California Career Cafe: A virtual Career Center</p>	

