










The Pro-Vision Academy Charter School
High School Business Distance Learning Plan

High School Business
Distance Learning Plan
Week of May 4 - 8, 2020

Google Classroom Codes:
Business Information Management: cfsnmoq
Human Resources Management/Banking & Financial Services: 5aghvsf

TEKS: BFS1.F
BIM1.F
HRM1.F

This week we will demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities. Using the choice board below, **choose 5** of the 9 tasks to complete this week.

<p>#1</p> <p>Organization From 1–10, rate how organized your materials are right now. List three ways you could improve.</p> 	<p>#2</p> <p>Metacognition List five questions you can ask yourself to check and see if you are on the right track when completing work.</p> 	<p>#3</p> <p>Perseverance Write a letter to yourself, encouraging you to keep going even when things get tough.</p> 
<p>#4</p> <p>Working Memory In your mind, picture five different animals. Do something else for a few minutes. Then, try to remember the animals. Explain if this was easy or difficult for you.</p> 	<p>#5</p> <p>Flexibility Review the picture. Keep looking until you see two different things. What do you see?</p> 	<p>#6</p> <p>Planning Plan ahead! Make a list of five things you need to do tomorrow. How can planning ahead help you succeed?</p> 
<p>#7</p> <p>Time Management In your own words, explain what it means to pace yourself. How can pacing yourself help with time management?</p> 	<p>#8</p> <p>Self-Control Draw a thought bubble and a speech bubble. In the thought bubble, list something you might think but not say. In the speech bubble, list what you might say out loud.</p> 	<p>#9</p> <p>Attention Focus your attention by reading a book or magazine for at least 10 minutes. Share what you read.</p> 

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Monday

- Log in to *Google Classroom*.
- Complete your daily check-in.
- Using the choice board above, select your first task to complete. Once you choose and complete the task, scroll down to the appropriate entry page and type your response.
- If you are not able to log in to *Google Classroom*, you may record your responses on paper or use the notes app on your cell phone. On Friday, please email me at candrews@pvacademy.org or text me at 281.841.7659 all 5 of your responses.

Tuesday

- Log in to *Google Classroom*.
- Complete your daily check-in.
- Using the choice board above, select your next 1-2 tasks to complete. Once you choose and complete the tasks, scroll down to the appropriate entry page and type your response.
- Do not click “turn in” until all 5 responses are complete.
- If you are not able to log in to *Google Classroom*, you may record your responses on paper or use the notes app on your cell phone. On Friday, please email me at candrews@pvacademy.org or text me at 281.841.7659 all 5 of your responses.

Wednesday

- Log in to *Google Classroom*.
- Complete your daily check-in.
- Virtual meeting! Please have your questions ready. Exact time and directions to join will be posted.
- If you are not able to log in to *Google Classroom*, please email me at candrews@pvacademy.org or text me at 281.841.7659 on Monday for directions to join.

Thursday

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- Log in to *Google Classroom*.
- Complete your daily check-in.
- Using the choice board above, select your next 1-2 tasks to complete. Once you choose and complete the tasks, scroll down to the appropriate entry page and type your response.
- Do not click “turn in” until all 5 responses are complete.
- If you are not able to log in to *Google Classroom*, you may record your responses on paper or use the notes app on your cell phone. On Friday, please email me at candrews@pvacademy.org or text me at 281.841.7659 all 5 of your responses.

Friday

- Log in to *Google Classroom* and check for new announcements.
- Complete any work that you missed during the week and submit.