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THE SCHOOL DISTRICT OF MANATEE COUNTY FEATURES A STUDENT AND A CAREER & TECHNICAL EDUCATION TEACHER

Newspaper in
 Education Presents
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Biz

Beyond the Curriculum

Mrs. Judy Bodmer teaches Accounting I and II and Computing for College and Careers at Lakewood Ranch High School (LRHS). Drawing upon her years of experience, Judy strives to take the curriculum beyond what is required and works with students to help them develop positive qualities that will serve them well into the future. "Being organized, responsible, and flexible are valued traits," she explains to students. She encourages them to look toward the future and ask themselves, "What do I like to do?" Taking the time to be introspective and forward thinking is an important step in discovering which career choices are good options to explore. "Each student is unique and a supportive environment for learning is essential," she says.

For several years, Judy has served as advisor for the LRHS Future Business Leaders of America (FBLA) club. She encourages her students to join FBLA because it offers many diverse opportunities to strengthen business and leadership skills before entering college or the workforce. She enjoys getting to know her students on a different level through time spent at FBLA meetings and events.

KIDZ
Biz
& BuzzOn the Run
Toward Success

Zoey Panzarino, a hardworking senior at Lakewood Ranch High School (LRHS), has recently been inducted as president of the LRHS Future Business Leaders of America (FBLA) chapter. FBLA is a national educational association that prepares students for careers in business and business related fields. Throughout her high school career, Zoey has competed in word processing events at FBLA district, state, and national levels.

Zoey is also the varsity swim-team captain and the hospitality chair for the Blood Drive team. She is a member of the History Club, National Honor Society, the Herd (the LRHS spirit club), Student Government Association, and National Society of High School Scholars. When she's not at meetings, activities, or sports, Zoey is working part-time or tutoring elementary school students. Wow! With all of these commitments, Zoey's priority is maintaining her focus and staying energized. How does she do it? She starts every day with exercise.

Whatever the future holds for Zoey, you can be sure it will include using her business skills, time management skills, and an energy-pumping exercise program!



InnoVators

Time Management

It's Saturday morning and you're in bed, drifting in and out of sleep. The sun struggles to get in through the blinds until you get up and let it shine in, and you can see that the weather is beautiful out there: blue sky, breezy, 75 degrees. You imagine that you hear your name, and you recognize that voice; it's the beach calling. Your reply? *Don't worry—I'm on my way.*

Wait. You have a huge project due on Monday that you haven't even started yet, and your teacher (or your boss) expects a lot from you.

I'll do it tomorrow, you say, but you know it's going to take both days to do a good job.

This scenario relates to a concept we all encounter, whether it's at school or in the workplace: *procrastination*. The problem isn't time; we all get 24 hours. But what are we doing with our time?

Back to our Saturday morning dilemma—some people go to the beach and have an awful time because the project hangs over their heads. Others "eat the frog," a term that means to manage your time by getting the worst thing over with first. If you had to eat a frog, you'd want to get it out of the way, right? If you are procrastinating about something, solve the problem by getting it out of the way first.

Time management is an important concept at school and at work. In order to have good time management skills, eliminating procrastination is a start. Next, try to figure out what steals your time.

Are you on the phone too much? Reading email? Surfing the internet? Watching TV? Hanging out with friends when you have projects due?

None of these things are bad by themselves, but if they keep you from homework or work-related projects, you need to cut back.

Make specific goals concerning how you spend your time. If TV is your time-thief, set a goal to turn it off until you've finished your obligations. And if you keep at it, good time management will become a long-term habit.

Explore
IT

Manage Your Time - A Week at a Time

Start practicing those time management skills! For this activity, you will need eight pieces of paper and a pencil. A notebook or calendar planner also works well.

1. First, make a list of everything important that you need to accomplish this week, whether it's studying for an exam, working on homework, going to work, keeping an appointment, etc.
2. Next, label each piece of paper with a day of the week.
3. Put your important events on the appropriate day. If it's something like studying that doesn't need an exact time, decide when you're going to do it and schedule a time block for it.
4. After you have your important things out of the way and safely scheduled throughout the week, add in a few fun things. Leave space for free time to hang out with friends.
5. Time-management fitness tip: if you've been meaning to start exercising, add a fitness activity to your schedule, too.

Scheduling your time helps solve the problems of trying to squeeze in too much and forgetting what you've committed to do. By keeping a calendar and prioritizing the important things, you'll manage your time well and succeed in what you planned to achieve.

DISCOVER
the
Future

Regional Careers: Occupations involved in *measurement* and current wages in the Suncoast Workforce Region.

Occupational Title	Entry Level	Experienced
Accountants and Auditors	\$17.65	\$33.14
Bookkeeping Clerks	\$11.51	\$18.44
Budget Analysts	\$20.68	\$33.44
Cost Estimators	\$16.33	\$32.60
Financial Managers	\$29.87	\$61.86
Insurance Claims Investigators	\$17.40	\$32.37

Source: <http://fred.labormarketinfo.com>
 FL Labor Market Statistics, Occupational Employment Statistics & Wages Program

Career Pathway: Students desiring a career in any of these areas can find related educational programs at these schools*:

Lakewood Ranch High School
 Manatee Technical Institute
 Manatee Community College
 University of South Florida

*Other Manatee schools may offer similar programs. Listed schools are related to today's issue.

WEB
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Check out the following websites:

www.studygs.net/timman.htm
www.careers-in-accounting.com
<http://thinkback.com/flfbla/index.cfm>
www.floridafbla-pbl.com