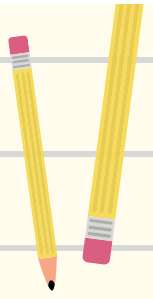


Chamber in the Classroom Curriculum



TIME MANAGEMENT

- Set Goals (Short and Long Term) and prioritize those goals.
- Tips on how you can prioritize.
- Eliminate Distractions
- Practice Good Health Habits

ORGANIZATION

- Keep a Calendar
- Set Deadlines
- Organize Files According to Subject
- Keep to a Regular Schedule

PROBLEM SOLVING & DECISION MAKING

- Identify the Problem
- Brainstorm Ideas to Address the Problem
- Explore different alternatives
- Choose a Solution
- Evaluate the Solution

TEAMWORK

- Specialized Roles
- Get to know your team
- Establish ground rules
- Agree on the mission/Share Mission
- Respect Opinions Whether you agree or not
- Communicate

POSITIVE ATTITUDE & RESILIENCE

- Get Good at Being Rejected
- Replace negativity with a positive outlook
- Stay away from Gossip
- Find solutions instead of problems
- Find a healthy way to debrief

PROFESSIONALISM

- Stay Positive
- Be Honest
- Respect Guidelines
- Be prepared, punctual, and dependable
- Dress for Success