

CFM CAREER MANAGEMENT: CM.5 CAREER READINESS SKILLS

Managing Time, Attendance, and Competing Workplace Priorities

Detailed practice, calculation, decision-making, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Plan
YOUR CHALLENGE Prioritize tasks, communicate schedule risks, document attendance correctly, and build a reliable weekly work plan.			

New York CFM Connections: Conflict Management, Feedback, Reliability, and Time Management

Reliability means arriving prepared, meeting commitments, communicating early when a problem occurs, recording time honestly, and asking for priorities when demands conflict. Time management is not doing everything at once; it is choosing, sequencing, estimating, checking, and adjusting.

Term	Student-friendly meaning
Priority	The relative importance and urgency of a task.
Deadline	The time by which work is expected.
Dependency	A task or resource that another task relies on.
Time estimate	A reasoned prediction of how long work will take.
Attendance	Presence and punctuality according to schedule and policy.
Time record	An accurate record of hours worked or attendance.
CLASSROOM USE All people, employers, figures, brackets, and documents in this packet are fictional. Never place a real Social Security number, employer ID, bank number, or tax document in classroom work.	

Part 1 - Triage a Fictional Workday

At 3:00, a safety spill needs reporting, a customer waits, inventory is due at 4:00, training is due Friday, and a teammate asks for help.

Task	Urgency	Importance	Dependency/safety	First action
Safety spill				
Waiting customer				
Inventory				
Training				
Teammate request				

Safety and authorized emergency procedures take priority.

Part 2 - Build a Realistic Task Schedule

Available work time is 3:00–7:00 with a stated 20-minute break.

Task	Estimated minutes	Start	End	Buffer/check
Safety response				
Customer need				
Inventory				
Training				
Team help				
Break				

Estimates must fit available time and include transition/check time.

Part 3 - Write an Early Warning Message

Inventory cannot be completed by 4:00 because the employee was assigned to the safety response.

Message element	Student wording
Fact	
Current status	
Reason without blame	
Options	
Recommended priority	
Revised estimate	
Confirmation request	

Do not hide the delay or promise an impossible time.

Part 4 - Audit a Fictional Time Record

Scheduled 3:00–7:00; actual arrival 3:08; clock shows 3:00; break recorded 20 minutes but lasted 30; departure 7:10.

Record	Actual event	Discrepancy	Correct action/question
Start			
Break			
End			
Total			
Supervisor note			

Never change records dishonestly; follow correction procedure.

Part 5 - Create a Reliability Improvement Plan

Write a 150–200 word plan for two weeks.

Plan element	Action/measure
Preparation	
Arrival buffer	
Task list	
Priority check	
Deadline warning	
Time-record check	
Backup plan	
Review measure	

A strong plan includes a measurable reliability target.