

My 411: My Calendar
9th Grade Career Development Advisement Activity #5
Teacher as Advisor Program (TAP)
Estimated Time: 30-45 minutes

National Career Development Standard/Competency:

4. Understanding the relationship between educational achievement and career planning
 - Describe how skills developed in academic and vocational programs relate to career goals
 - Demonstrate transferable skills that can apply to a variety of occupations and changing occupational requirements
10. Understand the interrelationship of life roles
 - Describe factors that determine lifestyles

Goal:

Students will learn how to use a calendar for academic, career, and personal planning.

Objectives:

- Identify items to mark on a calendar
- Learn how to use My Calendar on GAcademy411.org for academic, career, and personal planning
- Describe the benefits of using a calendar for planning and organization

Materials:

- Computer with Internet access (If you have not already created an account on GAcademy411, do so prior to the activity. Go to www.GAcademy411.org and click on Create an Account.)
- Projector
- Paper
- Writing utensils

Activity:

1. *Greet students as they enter the room.*
2. *Ask the class why it is important to be organized. Why is it important to plan ahead? (You can fit more into your day and life. You won't forget about due dates, tests, deadlines and other important events. You lead a more productive and less stressful lifestyle when you are organized. When you plan ahead, you can reach your goals that you otherwise wouldn't accomplish.)*
3. *Ask students how organizational and planning skills would be helpful in college and in their careers. Discuss the importance of learning these skills now so they already have them perfected when they begin college and their careers.*
4. *Talk about the value of using a calendar to stay organized and prepared for important events and responsibilities.*

5. Instruct students to jot down some items that might be entered into a calendar. After students have a few minutes to list ideas, have a volunteer record the items on the board. A list of items might include: homework assignments, upcoming tests, projects, birthdays, vacations, team practices, school pictures, club meetings, deadlines, etc.)
6. Ask students what details are important to know when entering an item into a calendar (time, date, place, etc.)
7. Choose a few items from volunteers to enter into My Calendar:
 - a. Go to www.GAcollge411.org.
 - b. Log on.
 - c. Click on My 411. Scroll down to My Calendar.
 - d. Click on Add an Event.
 - e. Ask volunteers to give the title and details of the event (see below).
 - f. Remember to click Add Event at the bottom of the screen when you are through entering the information.

Address <https://secure.gacollge411.org/MyMentor/calendar/addevent.asp?12020>

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My Calendar

Add an Event

[Daily View](#)
[Weekly View](#)
[Monthly View](#)
[Manage Events](#)
[Add an Event](#)
[Preferences](#)

For one-day events, you may set either a beginning or ending date. Setting the time is optional.

You can input up to 50 characters in the event title field and 250 characters in the event detail field.

Event Details			
Event title:	<input type="text"/>		
Event detail:	<input type="text"/>		
Category:	Unfiled		
Begins on:	<input type="text"/>	at	HR : :00 AM
Ends on:	<input type="text"/>	at	HR : :00 AM

[Add Event](#)

8. After several entries have been made into My Calendar, click on:
 - a. Daily View
 - b. Weekly View
 - c. Monthly View
 - d. Manage Events

This will allow students to see how the information is displayed throughout the calendar.

9. *Generate ideas from students as to how they could use My Calendar to help them plan. Some students may see it as a way to plan for college, others may use it to help them stay organized in school, and others may use it to keep track of important dates such as birthdays, practice, and deadlines.*
10. *Reiterate the importance of using My Calendar to plan and organize in high school so their skills are refined for their future careers.*

Evaluation:

Evaluation is based on oral and written responses and participation in class activity.

Modifications:

If a computer lab is available, allow students to enter their own items into My Calendar after you have demonstrated the process. Allow students to explore how their calendar entries look in a daily, weekly, and monthly view.