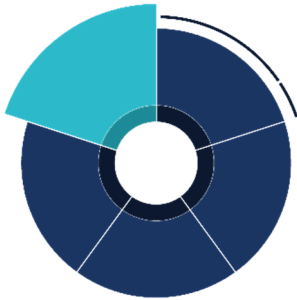


ARTS MASTERY – MODULE 1: WORKING EFFECTIVELY

Module Curriculum and Learning Objectives

An overview of Module 1 and what you will learn in its three Lessons.



SECTION 1: THE BOSS

This Section contains three modules:

- **Module 1: Working effectively (current module)**
- Module 2: Qualities of success
- Module 3: Measuring and record keeping

What I will learn in Module 1: Working Effectively

In Module 1: Working Effectively, you will:

- learn how to create a professional work environment in which your career can flourish
- better understand your capacity to work on your career
- develop good time management strategies
- understand how to stay focused and juggle multiple commitments.

KEY TOPICS

Module 1: Working Effectively (3 Lessons)

Working Effectively contains 3 Lessons which cover the following topics:

- Your career is your boss
- Where do opportunities come from?
- Capacity planning
- Task management
- Context shifting
- Time management
- Juggling other commitments

LESSON BREAKDOWN

Lesson 1

- Learning outcomes and overview of Module 1: Working Effectively
- Your career is your boss
 - Fact sheet: being accountable to your career
 - Video: your career is your boss
- Stay active: where do opportunities come from
 - Video: creating opportunities
 - Fact sheet: opportunities and staying active
 - Tool: action checklist
- WEEKLY TASK: write out a basic work agreement between yourself and your career
 - Sample: sample
- WEEKLY TASK: opportunity log: record at least 10 opportunities you could go for

Lesson 2

- Capacity planning
 - Video: capacity planning
 - Sample: samples of completed capacity plans
 - Tool: capacity planning template
- Time management
 - Video: time management
 - Fact sheet: 10 tips for effective time management
- WEEKLY TASK: complete your capacity plan
- WEEKLY TASK: create a work schedule

Lesson 3

- Context shifting
 - Video: context shifting and why sticking to one task is better
- Task management: project board with Post-It Notes, or Trello
 - Video: task management
 - Fact sheet: task management
 - Fact sheet: using Trello
- WEEKLY TASK: context shifting exercise
- WEEKLY TASK: Keep a time diary for a week. This tests the assumptions/data from your capacity plan
 - Tool: time diary
- WEEKLY TASK: set up a project board or Trello account. We'll use this throughout the course.