



Move Ahead in Your Career by Step-by-Step Backward Planning

Backward planning is a process by which you think ahead and start from a future point to move back to the current. Backward planning is not a new concept. It gets used a lot in teaching. A teacher thinks about when a unit in her class must be taught and works backward from that point to break the lesson into smaller parts. She identifies where she wants the students to be by a particular time (or deadline) and uses her calendar to divide the unit into smaller portions each day between now and then.

Backward planning can occur not just in teaching but in many other aspects of life. It all begins with a vision and an end goal in mind. You have to stop and ask yourself some questions, like:

- Where do I see myself in my one year with my finances?
- What do I want to achieve in my career in 3 years?
- Do I want to live a different lifestyle 5 years from now? If so, what does that look like?

By being clear and intentional with where we want to go in the future, we can start planning backward with specific strategies to get there. It's thinking in reverse! No matter what aspect of your life you want to make changes to, you can use backward planning strategies. You can set clear and intentional goals for you:

- Personal life
- Small business ownership
- Education
- Family life
- Travels
- Health
- Career
- And more

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Moving Ahead in Your Career (cont'd)

You must first have a vision of where you want to be in the near or far future, set a specific goal to get there and work backward with planning. Short-term goals are ones that take place in less than one year. Long-term goals take more than one year. Here are some examples of specific SMART goals you can set in a variety of aspects of your life:

Short-term:

- I will go on a 5-day vacation to Hawaii this year.
- I will read 12 books in the next 12 months.
- I will lose 40 pounds in the next 10 months.

Long-term:

- My small business will generate \$200,000 in revenues in 5 years.
- I will travel to all 50 states within the next 10 years.
- I will buy a house or a condo in the next 36 months.

Once the goals are set, backward planning can begin. Some of the biggest life goals people set revolve around career changes or promotions. Here are some short-term and long-term SMART goals for careers:

Short-term and long-term career goals:

- I will get a promotion to make \$10,000 more than what I make now within the next 3 years.
- I will take on two additional assignments within the next 10 months to acquire new skills and build my resume.
- I will be promoted to the next career path in my organization in the next 2 years.

Backward career planning can be achieved if you want to be somewhere different in the future than where you are now. There are many reasons why you may want to make a career change. Even if you like your current job, you can still think about whether or not you want to stay in it five years from now, or even 10 years from now.

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COMING SOON!

NOVEMBER &
DECEMBER

NOVEMBER

NOVEMBER 1
DAY OF THE DEAD

NEW YORK CITY
MARATHON
NOVEMBER 6

DAYLIGHT SAVINGS
BEGINS
NOVEMBER 6

VETERANS' DAY
NOVEMBER 11

THANKSGIVING
NOVEMBER 24

BLACK FRIDAY
NOVEMBER 25

DECEMBER

CHRISTMAS EVE
DECEMBER 24

CHRISTMAS
DECEMBER 25

KWANZAA
DECEMBER 26

TEACHER CORNER: USE A LESSON PLAN CHECKLIST TO ORGANIZE YOUR INSTRUCTIONAL PLANS

As an educator, you spend hours planning lessons. You want the lessons to be as effective as possible to maximize learning. So much goes into planning a lesson, including:

- An introduction that gets students interested in the topic
- The learning objective and how it implicitly affects students
- The actual delivery of instruction
- Specific ways to check for students' understanding
- The practice or demonstration of learning
- Strong engagement
- The classroom environment
- A good lesson closure
- And more

Planning is a critical component of a good lesson. The more you plan and rehearse how the lesson will go in your mind, the better prepared you will be as the instructor. Planning requires an organized, step-by-step process to keep it all together. Begin with the end goal in mind using your curriculum maps or pacing guides, then work backward. For example, if the unit you are teaching is on poetry, by when should you have the unit completed? What final assessment will show students learned what you taught them? How many days do you have, in total, to teach that content? Between today and the day of the final assessment on poetry, what will you teach each day? How will you teach each day's lesson?

Once you have determined what topic you will teach each day leading up to the final unit assessment, you can start planning for each day's lesson. The best approach to lesson planning is to construct an entire week's lesson plans over the weekend. What will you do Monday, Tuesday, Wednesday, etc.? Make sure you take into account holidays and other school events that might take time away from what you want to get done.

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Latest Videos

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[HOW TO BECOME MORE ORGANIZED IN PERSONAL AND PROFESSIONAL LIFE BY SETTING SPECIFIC SMART GOALS](#)



[Click here to watch video](#)

[HOW TO SAVE TIME AT WORK TO BECOME MORE EFFICIENT AND PRODUCTIVE TO ACCOMPLISH MORE | 6 IDEAS](#)



[Click here to watch video](#)

For Small Business Owners:

10 Ways to Network for Small Businesses | Beginners and Introverts

1. Pick 3 to 5 places where you can network each month to establish consistency.
2. Figure out what the least awkward way of approaching and talking to people is for you.
3. Be patient - some conversations just leave an impression but do not actually become more than that until much later. Make it a point to talk to 1 new person each week wherever you go.
4. Pick 1 to 3 business networking events each month, depending on how much you can spend on membership fees and how much time you must actually attend.
5. At business networking events, be authentic and do not pretend to have everything perfect in your life.
6. If you are an introvert, connecting with 10 to 20 people each week on social media might be easier for you than in person.
7. Make sure to reconnect and stay in touch with people with whom you make connections in a timely manner.

[READ THE FULL ARTICLE BY CLICKING HERE.](#)

Latest Resources for Teachers

COLLEGE AND CAREER READINESS SKILLS TO PROMOTE IN CLASSROOMS *

Being on time

Teaching rigorous content

Learning and working independently

Opportunities to lead

Collaborate with others

Effective communication skills

Building a network

Organizing and prioritizing

Use of technology

Paying attention to detail

Setting SMART goals

Doing extra

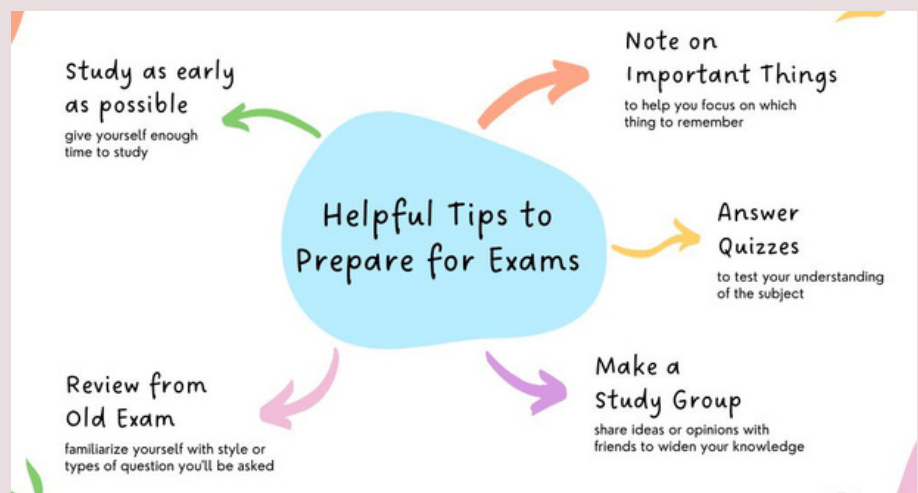
Attitude and body language

Perseverance

Making mistakes and learning from them

efficiencyandorganization.com

For Students



10 Time Management Tips and Techniques that Worked Wonders for Me

Become more organized and EFFICIENT with your time to accomplish a lot more in life, like I have! Here are some suggestions, strategies, and tips:

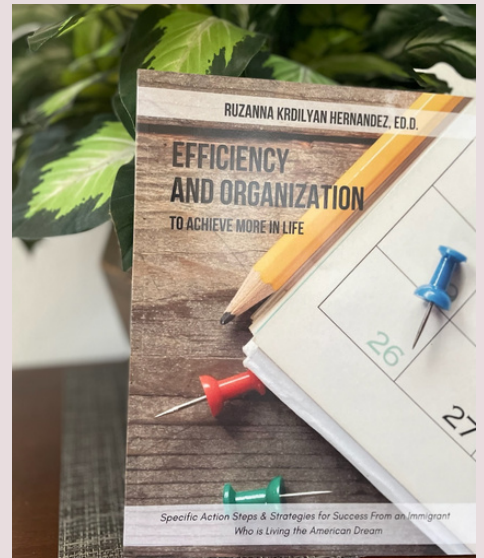
1) Try combining activities or multi-tasking when appropriate.

There are ways to multitask effectively. Here are some suggestions from strategies and techniques I used in my life:

- Eat while you read.
- Have your coffee while you catch up on social media.
- If you are a passenger of a car or a bus, do some of your reading or emailing.
- Catch up with a friend or family member over the telephone while you prepare food (especially if you are not following a recipe).
- While sitting in the stands at your kids' games, every now and then it's okay to catch up on emails or social media posts.
- Watch the news while you put on your makeup.



LOOKING FOR SPECIFIC WAYS - CHECKLISTS - TO HELP GUIDE YOU ON YOUR JOURNEY TO BECOMING MORE EFFICIENT, ORGANIZED, PRODUCTIVE, AND WELL-MANAGED WITH TIME? HERE IS A BOOK THAT HELPS YOU DO ALL THAT!

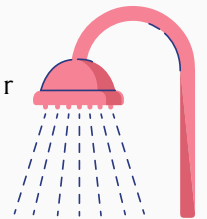


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2) Some things can be done faster because they don't need much focus or concentration.

Be careful with how much time you spend on various activities - track your time. Once you start to carefully analyze where your time goes each day, hour by hour, minute by minute, you realize how much faster some things can be done to achieve the same results.

- Watch your shower time. If it's over 20 minutes, see what needs to be done to make it go a bit faster. Five minutes saved each day will add up to 35 minutes per week, and over 30 hours per year!!!
- Watch how much time it is taking you to eat something. I've observed people eating at a very slow pace, taking one bit, then slowly chewing the food...it takes them 15 minutes to finish one slice that it might take someone else 5 minutes to do. Maybe you can shoot for 1 slice in 10 minutes. Remember: Saving 5 minutes here and 5 minutes there will really add up in the long run.



3) Wake up earlier.

An extra hour of time awake each day can add up to 7 hours per week. Even 30 minutes per week will add up to 3.5 hours per week. In the course of a year, that's an extra 182 hours!!!

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