

HOME ECONOMICS

Home Economics

Unit 1

Lesson 1

Becoming a CEO

One of the most important things in your life is going to be how you organize and manage your time. Being a wife and caring for a home can be about as big of a job as a CEO of a company. You both have three important roles to fill:

Leadership—making the home run effectively.

Management—making the home run efficiently.

Innovation—being able to do “new things” improving upon old ways.

The definition of a CEO is:

The leader of an organization(family). This title is given to someone who is occupying the highest position in an organization(family) and is solely responsible for the success or the failure of it.

The definition of time management is:

The act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency, or productivity.

As a teenager, this is an important time of your life to learn this principle as you plan and prepare for your future.....

Be an effective organizer of your time. This principle is key for you to learn to be a successful manager of your home. There are many ways you can help with around the home, One way is by not wasting time. We waste time by:

Doing tasks slowly

Doing tasks haphazardly and taking unnecessary steps

Watching shows or doing social media updates all day

There is nothing wrong with watching shows and being online checking things, but what I want you to learn is to set aside a block of time during your day to do it. Don't let the media world to have control of when you get things done. You be in control.

We will start simple. Let's evaluate how much of your time is wasted when taking care of your bedroom.

Hands on task:

This week, take notice of how long it takes you to do simple tasks.

Let's start with making your bed.

The first thing you do in the morning upon waking is to pull back all the covers on your bed. Put the pillows on a chair or in the middle of your bed. Open the windows to let your room air out a bit. If it is winter shut the door while going down for breakfast.

After breakfast, after your bed is aired out, it's time to make it. Use this **checklist** to help you.

Make sure your fitted sheets are pulled properly around your mattress, making a nice smooth fit.

Place the flat sheet, wrong side up, so that the right sides are together.

Over the top sheet place the blankets.

Tuck in sheets and blankets together.

Do the sides first all the way to the foot of the bed. Then fold the foot end in last.

Over top, place the comforter or bed spread. Tucking in just the foot of the bed.

Fluff your pillows and place them at head of the bed.

If your cases are longer fold them under. Pillows should not lay flat but against the headboard a little.

Now see how time effective you are:

Set a timer and time how long it takes to make your bed. Write down your answers for a few days this week. Evaluate what are some ways you can cut back on those seconds?

Did you have bed clothing piled on a chair in a convenient spot? Or did you waste steps going to get each piece?

Did you take any other useless steps?

Did you stop to do anything else before finishing?

Did you make any mistakes in folding your sheets back?

Is the bed placed in an area where it has to be moved to make it?

These are just examples of ways to help you to make your bed more efficiently. Think of ways of saving waste motion but be thorough. If you study how to save time in making a bed in this way you are doing what the CEO of a company does when trying to be more effective.

After taking note of steps you can help to improve upon, time yourself again, see how you do.

Next step, cleaning your room.

Time yourself on how long it takes to regularly clean your room. Is it taking you hours each week to pick up your room? You need to help cut down on those times. Evaluate if it is because of wasted motion steps in cleaning your room. Do you walk in different patterns when cleaning your room, instead of working in a systematic pattern?

Learn to work in a clock pattern. Start at 12 o'clock and work your way around your room according to the movements of the clock hands. By the time you get back to 12 you will have completed the room.

Is the reason it takes so long because your room needs to be de-cluttered? Do you have so many things that it is hard to find what you exactly need, through all the stuff?

Another way of saving time when putting your room in order is "to have a place for everything, and everything in its place." This means more than merely putting your clothes in the closet. It means working out a plan for putting things in the most convenient places.

Have you ever wanted to find that skirt in a hurry when dressing for church and then were delayed because it was at the back of the closet with other clothes on top of it? Do you think it will be worthwhile to plan just where to hang your coat, tops, and dresses? Where will you plan to put things which you wear every day? Things which get worn once per year?

A well arranged closet, will include keeping things off the floor as much as possible so that it can be cleaned quickly and easily. In a well arranged closet there should be some way of keeping shoes off of the floor. You can keep them in shoe racks or on low shelves. Please make sure that when you put your shoes in your closet, you take special care that they are clean. As soon as you put them away, check them for dirt and scuffs and remove it promptly. The next time you need to wear them out, there is not a need to have to wipe them down and waste time.

Questions to consider:

Do you have things neatly arranged on your closet shelves?

Are they accessible in times of need or do you waste time hunting for things when you are in a hurry? When you look for socks to wear, do you have to sort through pairs, looking for that matching set only to discover a hole in the toe?

Is your undergarments placed neatly in an area, instead of thrown haphazardly?

What about pajamas? Do you have proper night clothes? You only need a few pairs of pajamas, it is something you wear to bed after being cleaned, not something that gets dirty each day. Place them back in your drawer to wear again for a few days.

Home Economics
Unit 1
Lesson 2
Hands-On Skills: Organizing

Hands on task:

You are going to be an effective engineer in designing how your closet and dresser should go together. Do you have areas that need improving? Becoming an effective organizer is something that you will find yourself doing over and over again. Your first method may not work 100%, you will find that you missed some areas and that is why you are doing it again. Use the **checklist below** to organize your closet.

Take everything out of your closet.

Get rid of ruined clothing, set aside in a pile, clothing that needs to be mended, and put clothing that you haven't worn for over a year in a donation bag.

Take the clothing that is not worn much and place that in the back of the closet.

Place your nicer clothing for church and outings next in the closet, you won't need these as often.

Put everyday clothing right in the front. Organize it according to dresses, skirts, short sleeve top, long sleeve tops, and undershirts. You can also do it according to the colors of the rainbow ROY G BIV (red, orange, yellow, green, blue, indigo, and violet)

If you find that most of your items do not fit, then start weeding out. Take note of how many undershirts that you NEED and get rid of the rest. Keep a basic amount. You can only wear one outfit per day and seven days a week

Place your shoes on a shoe rack or in a shoe bag on the back of the door.

Questions to consider:

Are there too many choices?

Does clothing end up on the floor of the closet each day? Why is that and what can you do to fix that?

Is there items that keep getting knocked over when you try and grab daily items?

Fix and redesign it again. You will do this over and over until you can just walk into your closet, get out an outfit and put it on without wreaking havoc in your closet.

The plan for having a convenient arrangement for keeping things in order needs to be applied to your dresser as well. When you go to your dresser can you find what you need without looking through every drawer to find it? If you cannot answer "yes" to this question, then it is time to effectively clean and organize your dresser drawers.

These same principles apply to your dresser, take everything out and then start sorting.

Home Economics
Unit 1
Lesson 3
Hands-On Skills: Improving Time Management

To begin:

Write down three tasks that you normally do each day such as making your bed, or doing your homework.

Time yourself to see how long you take to complete each task.

Is there something you can change to make the tasks more efficient?

**Home Economics
Unit 1 Assessment**

Student Name: _____

If you are a student, have your parent fill out this assessment. This will be used toward your grading at the end of the semester. 1. This unit's hands on lesson, was it done thoroughly?

a) yes b) no

2. Did the student clean up after they were finished with the task, returning items to their proper place?

a) yes b) no

3. Did the student practice any safety rules necessary for completion?

a) yes b) no

4. Did the student display a positive attitude while working through the tasks?

a) yes b) no

5. Is there anything that the student should do differently next time?

6. Did the student learn anything new from this lesson?

7. Should the student do further practice in this area to improve upon it?

a) no b) yes

8. On a scale of 1-10 how would you, the TEACHER rate the student's performance? (1 being unsatisfactory and 10 being excellence): _____

9. On a scale of 1-10 how would you, the STUDENT rate your performance? (1 being unsatisfactory and 10 being excellence): _____

Any other notes from the instructor to the student:

Return this assessment to your contact teacher.

Home Economics

Unit 3

Lesson 1

Personal Finance

You can take entire courses on personal finances and learning how to budget your money. The one main point that you need to know and embed in your brain for your entire life is:

Do not spend more than you make!

If you start now when you are young and continue onward while you begin making more money, you will be financially stable. Most people get into this thought of, “I am making money I deserve to have new things!” Or they start hearing about the “buy now, pay later” campaign and get into the horrible scheme of credit card debt. If you learn to put some money away for an emergency savings and then how to budget your money you won’t have to worry about falling victim to that scam. If you choose to live without all the frivolous things that your friends may be wasting their money on you will be far better off in your future. It might seem like a punishment, but if you can live like no one else will at this young age, you will live like no one else will as you get into your early twenties.

Avoid any type of purchases that require you to make payments. If you can pay cash for something up front, you will avoid interest and fees. When you use a credit card and “borrow” money from the company or pay on a payment plan to another company, you are paying them interest to “use” their money. How much better to save up and pay cash for the item to avoid any fees. It is much better to wait four months and save to pay cash for something verses paying for years on a payment plan.

Avoid the statement that you have to build your credit score so you need to take a payment. That is a myth that you can easily read about online as false. Companies just want you to pay for years on interest payments when if you just saved up for a year or two you could pay cash for your vehicle and then own it yourself. The problem with taking a car payment or a payment on an item is that generally you will still be paying for your purchase and the item will be already passed its new stage and in need of repairs. You will be stuck paying for your monthly payment and paying for repairs. “Cash on the barrel” is an old phrase that is a good one to live by.

It is not impossible to save up and buy a car. Buy cheap the first time. Take care of your car and continue to save the same amount each month. In a year’s time you can sell your car and then take that money amount and the amount that you have been setting aside and buy a better car. You can continue to do this and within a few years have a really nice car all paid for.

Look for ways to buy things cheap. Even though all your friends might be buying things new at the mall, think second hand stores. You can buy some really great clothing options at a huge fraction of a price compared to store bought prices.

If you have to buy snacks or food, think to buy them in bulk or make your own. You can buy a large bag of chips and then separate into smaller bags to have individual snack bags at a fraction of the price.

For gifts, think of homemade gift ideas. If you do an internet search on inexpensive homemade gifts there are tons of great ideas. There are so many cute ones that people will really enjoy. Most would appreciate a homemade gift over store bought any day.

Avoid the sales pitch. Just one television commercial or sales person at the store can make you feel that you “have” to have that product. Sales people work on commission. Commission means that they make money based on how many products they sell. They are going to tell you exactly what you want to hear, thus they will make money. **Here are some tips to help you shop wisely:**

Decide what you need yourself by listening to what the advertiser is saying. Make a list of other things you could buy with the same money.

Compare products. Don’t just buy what is advertised.

Shop around. Don’t just go where the commercials tell you.

Go for quality. Make sure that the product lives up to the advertiser’s claims. I like to think for most things—buy once and pay a little bit more money verses paying less and buying multiple times due to it not lasting.

Look past the appeal of looking good or cool. Ask yourself what the product can really do for you.

Describe a time when you or someone you know has bought something based on an advertisement.

Home Economics

Unit 4

Lesson 2

Writing a Cover Letter

Another great way to get your foot in the door and separate your application from everyone else's is to include a cover letter. It is good practice and shows your ambition to get the job. Here is a sample of what a cover letter should look like:

Name

Title

Company

Address

City, State, Zip Code

(4 spaces)

Date

(2 spaces)

Dear Hiring Manager,

(2 spaces)

I am interested in the part-time position that you have offered in your horse stables. I have equine experience as I have been around horses for over nine years. Not only have I shown and ridden horses, but I have also had extensive experience assisting in a barn. Through working with horses, I have acquired a thorough knowledge of tack, and equine apparel for both horse and rider.

I also have excellent communication skills and an aptitude for customer service. My past experience as a volunteer at Pardee Hospital made it necessary for me to focus on providing quality customer service, and also enabled me to work with all types of people. I believe that my communication skills, partnered with my equine knowledge, would make me an asset to your company

Should you care to speak with me further, I can be reached at 111-111-1111 or yourname@email.com. Thank you for your time. I look forward to hearing from you soon.

Sincerely,

Your Signature

Home Economics
Unit 4
Lesson 3
Interview Skills

If you have been successful in your endeavors and have been given the opportunity for an interview. **Here are some tips to help you:**

Arrive a few minutes before the scheduled interview. Do not be late for this!

Dress up for the interview. No jeans, no shorts, no tank tops. Look professional, even if you will be flipping burgers.

No gum and no cell phone distractions.

Keep eye contact at all times.

Stay calm, take a deep breath if you are nervous.

Sample interview questions:

Here is a list of some sample questions that your prospective employer might ask you. Most questions are going to be about what type of person you are and why you will be good for the position.

Tell me about yourself.

What is your greatest strength?

What is your greatest weakness?

How do you handle failure?

How will your greatest strength help you perform?

How do you handle success?

Do you work well with other people?

How do you handle stress and pressure?

How would you describe yourself?

Are you lucky?

Are you nice?

How do you view yourself? Whom do you compare yourself to?

What motivates you?

HOME ECONOMICS

Unit 4

Lesson 4

How To Keep a Job

You got the job, now how do you go about keeping it? Diligence is key in holding the job. To be diligent means that you give special attention to the things that are expected of you. **Here are some tips to help you:**

Be responsible and be willing to take on more. People who are willing to take charge and know when to step in get promotions.

Whatever your job is, work hard. Do the best to your ability from day one to the last day.

Be honest. There are many times in our lives when we could cheat on our time cards or do less than is expected without anybody. When you work, you are really working for God. The Bible says, “Whatever you do, work at it with all your heart, as working for the Lord, not for men” (Colossians 3:23).

Learn everything you can about your job. The more you know about your job, the more valuable you will become.

Don't let yourself be distracted by other things. Take care of personal things on your own time, not on work time.

Be a valuable asset to your boss. Be punctual, cooperative, independent, enthusiastic, honest, and fun.

If you do a good job and are easy to work with, that is valuable.

Do your job and more. Do the little things that make you stand out from others.

Don't be a time waster. Complete your tasks with speed and accuracy.

Always be on top of your profession. Learning is a lifelong process, so stay on top of things and continue learning new ways of doing things.