

Lesson Plan for: Priorities

- Goals: 1. To have participants learn about priorities.
2. Have participants list their priorities.
3. To have participants making education one of their top priority.

Methods: 1. Discussion, lecture and individual reflection.

What are your current Priorities?

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |

What is a Priority?

Definitions:

1 a (1): the quality or state of being prior (2): precedence in date or position of publication —used of taxa **b** (1): superiority in rank, position, or privilege (2): legal precedence in exercise of rights over the same subject matter

2: a preferential rating; *especially* : one that allocates rights to goods and services usually in limited supply <that project has top *priority*>

3: something given or meriting attention before competing alternatives

Giving something attention before completing alternatives.

Go back to your list and re-number your priorities to rank them from the most important to the least.

Discussion topics:

What are some general priorities that you listed?

Each area of you life, family, career, education and personal time can have priorities. Why is it important to have priorities set for each area of your life?

VIP focus: What are you Capital IDEA priorities? How do they match up to your educational priorities?

Focus on: Balancing having priorities from all areas of life. To be successful in the program and work, balance is the key.

Everyday you will have to deal with priorities and it is up to you to order them and complete them from the most important to least.

Lesson Plan for X-ray Application Process and Rational Thinking

1. Objective: Students will understand the details about the X-ray Application and Ranking process and will be able to tell where they stand within this process and/or where they need to focus.
Students will think about how they think and begin to have an understanding of how they can put things in perspective when they feel stressed and anxious.
2. Students tell me what they remember the Pre-reqs and Co-reqs are for the X-ray Program and I write them out on the board. I fill in what they have missed.
3. I will share with them what we learned at the X-ray Information Session.
4. Pass out Pre-req and Co-req Tracking Sheet and have students complete it on their own to see where they stand. Answer one on one questions. I will copy this to my master list and they keep their copy to refer back to. For those who don't remember what grades they made, have them research and bring back to next VIP.
5. Ask them what they think "Rational Thinking" is and then give a definition.
List the steps to rationalizing our thinking and give examples of each. Ask students to also give examples of what they have experienced and how they felt.
 1. Become Aware
 2. Rationalize those thoughts
 3. Positive Affirmation
6. Homework: Ask them to pay attention to their thought process, how it makes them feel and how they were able to rationalize that thought at least one time this weekend. Tell them to write it down so we can share it at the next meeting.
7. Collect Attendance Forms and other missing paperwork.
8. Remind Students that Summer Registration begins at the end of April

HOW TO "ACE" YOUR EXAMS!

STUDYING TECHNIQUES

Remember College is Full Time, (6-8) hours a day minimum!

1. Develop blocks of study time

- **Make sure you have a Daily Planner!** If not, go get one, today!
 - It is important that you develop "Time Management Skills" to enable you to prioritize, organize and succeed in your studies in the context of competing activities with family obligations, activities, friends, work, church hobbies etc..
- **As soon as you receive your schedule of critical course events** such as; exams, papers, presentations etc... **Put it on your calendar and plan blocks of study/ prep time!** You should be preparing at least (2-3) weeks in advance!
- **Do not, Read the same information over and over. Read for 20-30 min.- Break for 5-10 min. & (review- by jotting down a few summary notes)** Repeat this process... every 20-30 mins. Repeat the process until you have completed your chapter. If you have lot of reading to do, divide the reading over a course of time to prevent brain overload. (No, more Cramming!)
- **Do not! I Repeat, Do not, Highlight your books! Instead jot down notations in the margins or on a separate piece of paper.** Your mind does not comprehend highlighted (paragraphed notes as a reminder to read). Your mind will think, "I'll memorize it later"!
- **If you do not remember anything else!!!** If you have a busy household where studying at home may be a challenge?
 - **TIP!! Make copies of what you need to study** (a few pages at a time) and carry it with you. Study when, you have down time at work at stop lights in the bathroom at home? Instead of; trying to carry the entire big book and having to wait until you are able to get home or library to study? You must learn to become FLEXIBLE!!! You can study a few pages at a time. **Remember do not repeat what you are reading. Give your brain time to process.** This REALLY WORKS!!!
 - **Keep your Xerox Notes in a Folder marked "Registered Nurse" or "Licensed Vocational Nurse and Name of the Course"**- This is what you will need to know to become a nurse! Cherish this file like the "Bible" you will need to refer to them while you are in the program and for your Board Exams!
 - **Enjoy listening to music while you study?** Record yourself reading your notes w/ soft non-verbal music in the background. Study time not party time!

2. Schedule Weekly reviews and updates

- **Review Notes from the Instructor's Lecture.** 30 min. before and an hour directly after class before running off to do other things. *It only takes less than 24 hours to forget information? The busier you are, the older you are? Less than an hour!:)*

- **Talk to your instructor beginning the 1st week of class**, even if it is to confirm you are on the right track? Do not wait to get to know your instructor, they absolutely hate when you wait until the end of the semester before asking for help? At that point, they may not care! They will simply suggest that you re-take the course!
- **Collect your thoughts-** Take a few minutes to review instructor's lecture by quickly reviewing your notes, if you have questions, go ask before leaving campus, if possible.
- or **write down your questions** and email the instructor that same day. Please, set up an appointment you're your instructor immediately!
- **Find a study buddy that's smarter than you** and take better notes! Communicate via email, that way you will have automatic notes by chatting to them online. Remember you are trying to utilize your emails for study guidance. Make sure it is about business, (review emails and determine if most of your conversations are personal, if so set ground rules- Business must be 1st)!
- **Study Groups.** Perfect time for a study group session is directly after class or same day! Everything is fresh and you can discuss questions etc... before your own study time which may give you a clearer understanding sooner rather than later.
 - Shy? Write down your questions and set up a time to meet with your instructor to discuss your questions or join a study group.
 - Make sure your study group is a study group and not a social gathering. You will be wasting your time and putting your grade in jeopardy.
 - Make sure your study group has the same goals of high standards and not just wanting to put forth the efforts to do more than just pass. They will sabotage your study time.

3. Prioritize Assignments

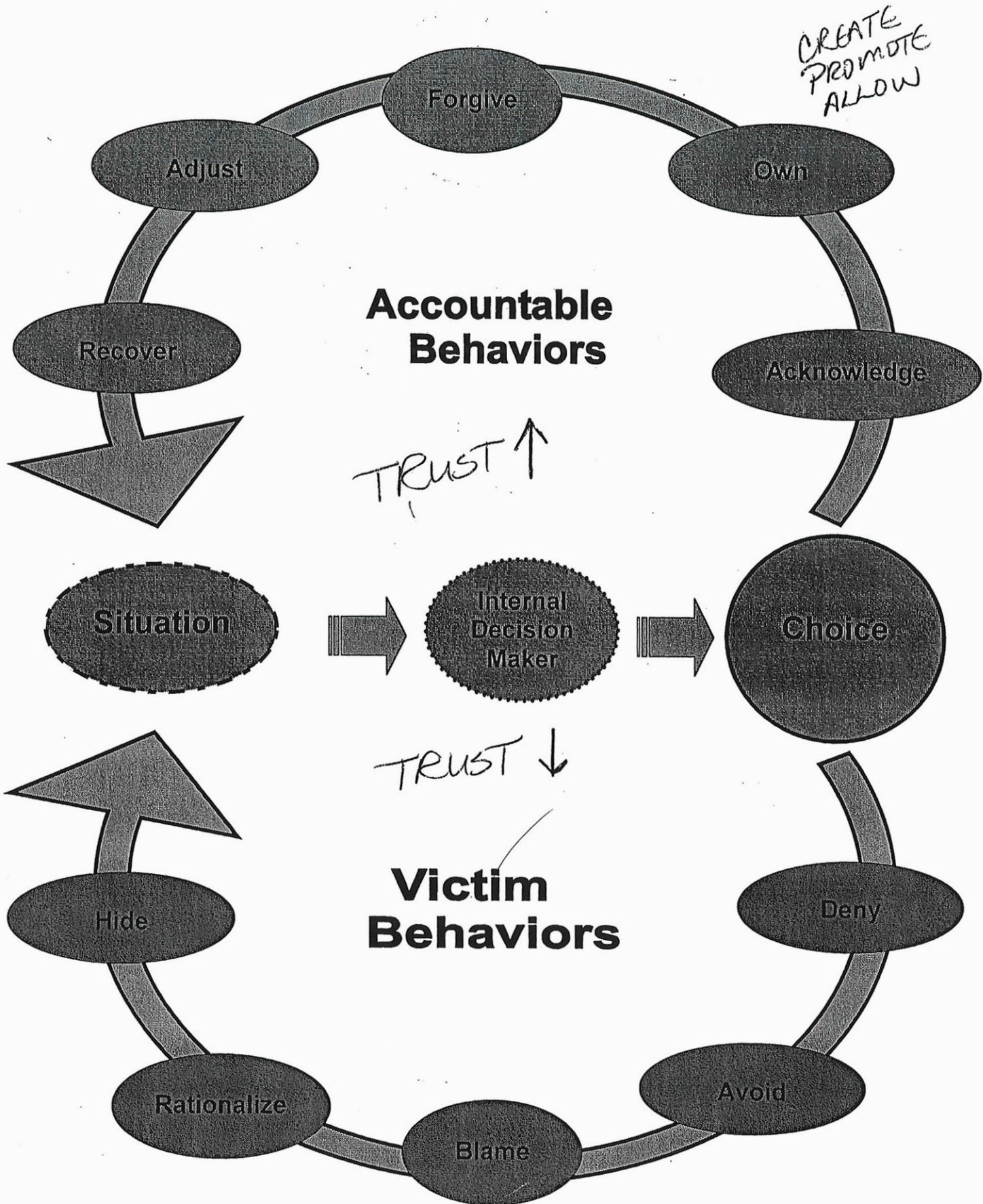
- **Plan to study your most difficult course on a regular (daily) basis.** Routine- specific days during specific times, enables you to plan around your study time. Schedule study time as you would your class time or any other appointment. Do not make other plans during this time. It's not flexible.
- Plan to study at least 2-4 hours of study per class, per day.

4. Develop alternative study places free from distractions!

- Quite!!! **Do not study where there are Distractions!** For ex.; studying with the television , Music with words. Your mind can not comprehend what's important; television dialogue noise, what you are singing or what you are studying?
- No matter what you think, if you are not making an "A", and you are studying in this manner, re-evaluate this decision.
- **Studying while you are on campus.** Once you leave, life can suck up all of your time and energy and drain your day and you will not feel up to studying.

Manu Mora

Individual Choice Model



Individual Choice Model

	<i>Explanation</i>
<i>Introduction to Choice Model</i>	Both positive and negative events happen to all of us: as individuals, as teams, as families and as organizations. We can't always control WHAT happens to us, but we can control HOW we respond to each situation. High performing individuals recognize the importance of responding to events in an accountable way, rather than getting caught in the trap of feeling like a victim. The Individual Choice Model can help you answer questions such as: (1) What does accountability look like? (2) How can I hold other people in my life accountable? (3) How do I know if I'm being accountable myself?
<i>Situation</i> <i>Deny</i>	To help you better understand the Model, let's go through a "typical" scenario that might occur at any time. Let's say that we are on a job, and we're experiencing a SITUATION where one of our colleagues "is not pulling their weight." If we choose to follow the VICTIM LOOP, one of the first things we will probably do is try to DENY the situation. We tell ourselves that the situation really isn't that big of a deal, that we can still do our jobs just fine (even though the situation is beginning to grate on our nerves) When we DENY the impact a situation is having on us, does the situation tend to get better? NO!
<i>Avoid</i>	So it's very easy to move into the next VICTIM behavior which is AVOID, We've all been here, when we act like we don't see what's happening or nobody says anything hoping the situation will just go away. But when we AVOID a situation, does it typically go away? NO!
<i>Blame</i>	So we tend to move next into BLAME. We may blame and attack the other team member, we may start attacking each other, attacking the boss or even the company. But does BLAMING others fix the situation? NO! <i>In fact, blaming and attacking imprisons you to other people.</i> When you blame other people, what you are really saying is that your life can't get better until the other person changes. Can we change other people? NO! They have to make the decision to change themselves, we can't force someone to change. So when we're blaming other people, we typically will feel helpless, frustrated and angry. When you find yourself (or your team members) BLAMING others, it should be a red flag to you that you are in the VICTIM LOOP. BLAMING never fixes a situation. In fact, it usually just makes things worse.

	<p>Do we all get down in the VICTIM LOOP from time to time? Of course we all do! It's important to recognize when it's happening and to realize that we have another CHOICE. We don't HAVE to respond like a VICTIM – there is another way, a more productive way, to respond. And we call that the ACCOUNTABILITY LOOP.</p>
<p><i>Situation</i></p> <p><i>Acknowledge</i></p>	<p>Let's go back to the original situation I described where a team member is not pulling their weight. Same situation, only this time we choose to respond in an accountable way. Instead of ignoring or avoiding the situation, ACKNOWLEDGE what's happening. Instead of just hoping it will just "go away," ACKNOWLEDGE that we have a problem that needs to be addressed. We may not have the answer, but we are willing to call out what we see in a non-judgmental manner.</p>
<p><i>Own</i></p>	<p>The second step towards being accountable is to OWN your part in the situation. High performing teams and individuals always ask themselves, "How have I created, promoted or allowed this situation to occur?" This step is not about playing the martyr and taking full responsibility. It is about ACKNOWLEDGING and OWNING your role in the situation. Examples of OWNING behavior would include:</p> <ul style="list-style-type: none"> ▪ "I have played a part in creating this situation by not being willing to let the team member help me on my projects." ▪ "I have promoted this situation by not telling the team member when their performance was below standard." ▪ "I have allowed this situation to occur by not openly expressing my concerns about the uneven workload distribution with the whole team."
<p><i>Forgive</i></p>	<p>Once you've acknowledged and accepted your part in this situation, it is important to FORGIVE or "Let Go" of what has happened up until this point in time. This is NOT letting the team member off the hook! In fact, it's exactly the opposite. If we can't FORGIVE or LET GO of what has already happened, where will that drive us? Down to the VICTIM LOOP – usually into attack! This step is important. We can't change what has already happened – we can only change things from this point forward. FORGIVING releases us from wanting to know "why" something happened and from focusing on past behaviors. It frees us from the need to blame others for the problem and helps us focus on actually fixing what's wrong.</p>

Notes from the book The Secret

Thoughts become things---the law of attraction.

Thoughts send out magnetic signals ENERGY.

Most people think about what *they do not want*. That is negative energy.

Instead make affirmations—focus on what you want with all your attention.

When you focus on things you don't want, you are calling that attraction to yourself.

The Law Of Attraction says it will give you whatever your thoughts are.

So, don't focus on what you do not want. Change.

You draw everything to yourself, the job, the people, the things.

If you are being negative, that's what you will get in the job, people, etc.

What you focus on is what you attract to yourself. You are putting out your own energy. *You are a spiritual being. Our body just holds our spirit, our energy.* You are created in the image and likeness of GOD/universe.

Don't be frightened of negative thoughts, just re-focus.

An affirmative thought is 100 times more powerful.

There is a time delay, it serves you, allows you to reassess.

Choose your thoughts carefully. You are the masterpiece of your life.

You are sculpting your life. Everything that is around you right now, that person, that debt---you attracted it.

We think we don't have any control but your thoughts cause your feelings.

You need to monitor your feelings---depression, guilt, anger, fear, joy, resentment. Whatever you are thinking and feeling today is creating your future.

A single shifting of your emotions can change how your day goes.

The universe will correspond to the nature of your song.

The more you can feel good, the more good thoughts will be attracted to yourself. You will put yourself in a great emotional state.

Master your thoughts and feelings. That's where your POWER is.

You are a deliberate creator of your life.

The Creative Process:

ASK: What do you really want? Explain how you want your life to be.

BELIEVE: Believe it is already yours, that's *unwavering faith*. You don't need to know how it will come about. Have faith and you will attract it.

RECEIVE: Began to feel good. Generate the feelings of having it now. Don't doubt. When the intuitive urge is there, act on it.

Here's an example: if you are driving your car from one state to another in the dark, all you have to see is 100 to 200 feet in front of you, that's all. And you will eventually get there.

Hold an image in your thoughts-----Visualize.

If you are stuck, confined to circumstances, that is only your *current* reality.

Change your thinking! Expect different things. The law of attraction will bring it to you.

To turn your life around, #1 shift your thinking. Make a list of things you are grateful for every morning. Say thank you, feelings of gratitude. Then you will attract more of what you want. Carry a rock (a plain old rock) and every time you start having negative feelings and thoughts, feel your rock, your Gratitude Rock. Have an attitude of gratitude.

#2 Visualize, then you materialize. That's how our minds work. Play that picture in your mind. Dwell upon the end result. For example, look at the backs of your hands. Wrap your hands around the steering wheel of the car you want. Put yourself *in that feeling*. That inner seeing will begin to open a doorway, turn it over to the universe, let the law of attraction in. Do this daily to feel happy. Create a vision board, a picture of what you want, your goals. Put it on the wall if you want. Trust that the universe will figure out how it will happen.

On money, say how much you would like to have. Declare it! Don't focus on getting out of debt. Focus on prosperity. When you focus on what you don't have, you will attract more of what you don't have.

Focus on abundance. For example, instead of saying "I have to work hard for money", say "money comes easily and frequently".

For relationships to work well, focus on what you do like about the other person. Write down what you appreciate about that person, husband, child, friend, sister, etc. Only ONE person can be in charge of Your JOY, and that's YOU.

Focus on what you want. For example, if you are anti-war, be pro-peace. If you are anti-drugs, focus on drug-free campaigns.

Do not put energy into negative things. Be informed but don't be inundated. Take the emotional charge (energy) to the positive.

BELIEVE IT, SEE IT, ACT ON IT.

Be intentional. Don't spend your energy complaining. Re-focus your energy to the positive.

Janie Mendoza

VIP Dates and Topics for the College Prep Academy Spring 2008

Jan. 18	Listening Test/Listening Skills
Jan. 25	Listening Skills continuation
Feb. 1	Guest Dazzie
Feb. 8	Intro to ACC Website and lab practice
Feb. 15	Overcoming Procrastination
Feb. 22	FASA Applications-L. Salinas ACC
Feb. 29	Learning Styles
Mar. 7	Calculating GPAs
Mar. 21	Learning about Prefixes for class selections
Mar. 28	How to Register—D. Quinones ACC
Apr. 4	Question/Answer session on Registration
Apr. 11	TCOM Testing

Group Process: "Need to Say"

Goals:

1. Warm up the group.
2. The Counselor can gain information on where each member of the group "is at".

Steps:

1. Ask each group member to think of what they need to say.
2. Go around the group, each member beginning with "I need to say..." In one sentence related to where they "are at" at this moment.
3. Ask the group members to speak only of their own feeling state and not refer to any other person.

OVERCOMING YOUR GREATEST CHALLENGES WHILE IN SCHOOL

Objective: Provide tools & guides for participants' to learn how to problem-solve and anticipate situations by adapting a plan before the situation occurs and becomes a greater problem. Once the participant becomes accustomed to continual advance planning/ problem-solving; they will encounter fewer challenges by gaining the ability to resolve situations more efficiently and effectively.

Lesson: Advance Planning for Challenges: Surveyed participants rated the greatest challenges they are enduring as adult learners regarding: family & responsibilities. The lesson is to enable the participant to develop a Plan A, Plan B and Plan C.

- **1st** Pass out the Form where they fill in the blanks
- **2nd** Pass out the "Suggestions" for each category after mini-group discussions and large group discussions resume.

(10-15 min.) **Instructions:** Have everyone (group setting) to write down at least (3) challenges they are encountering? **Plan A** what are they doing now? **Plan B** what would be an alternative plan or backup plan?

Categories are: Finances, Work, Education & Family/ Children.

(10-15 min.) **After the participant has written down their 3 challenges;** ask the group to pair up with someone else or divide a larger group in to (3 or more per group). In each group they are to assist one another to come up with a **Plan C** alternative or back up plan?

(15-20 min) **Discussion time as a large group and discuss each category.**

Ask various individuals to share their challenges and what they gained by working as a team to find solutions to one another's challenges?

Pass out Suggestion Sheet

Discuss suggestions.

Conclusion: Participants' will find that most of them will have the same or similar challenges. They will become connected as a group cohesively by sharing various solutions to one another's challenges.

Overcoming Your Greatest Challenges While In School

1. Finances

Challenges	Plan A	Plan B	Plan C

2. Work

Challenges	Plan A	Plan B	Plan C

3. Education

Challenges	Plan A	Plan B	Plan C

4. Family/Children

Challenges	Plan A	Plan B	Plan C

Financial Suggestions

1. **Everyone must apply for Financial Aid!!! Why?** It will enable you to apply the funds towards your living expenses only!!! *No loans to others, Bills (other than household) or luxuries!*
- **Emergency Fund!** Put 20% in an **Emergency Fund** (Goal \$500 min.) *until you secure employment after completion of training! Do not touch!* State **(3) Challenges** that could disrupt your daily situation: **Medical**, **Home** (roof over head), **Vehicle** (if it is the only means of transportation available) repairs or **IRS** (they will hunt you down)!
- **Housing** (*Disperse the amount over the course of the semester*) That's less money out of your pocket that would have to go towards housing. Or allocate it towards your greatest expense.

BE AWARE! (Financial Aid) If you withdraw, fail or GPA below 2.0, a penalty will be assessed by Financial Aid and College before you will be able to register for classes the following semester. Capital IDEA will not pay!

2. **Gas Cards Valuable- Save them! If you have the cash, don't use them.** Only use them for the last month of classes (finals!) May have to reduce hours to study and prepare. If possible; save them until December- you won't have to pay for gas!!! **Think about it, Gas may be even higher!!!**

Employment Suggestions

1. **Financial Aid will help with expenses**, allow you to reduce your work hours.
2. **Work as many hours** during the weekends and days off from school.
3. **Avoid working nights!!!** Decreases mental competency during the day! You have conditioned your body to be alert at night, which means your body's downtime is during the day!
4. **Work in your (career) industry.** To enable you to gain experience in your chosen field in some capacity, learn the environment, gain insight as to what you will be doing by observing others (visually), open doors to gain hands on experience *through internships/ practicums or clinicals*, develop relationship for references or recommendations. Therefore, enable you to utilize your experience to negotiate higher for a higher salary once you've entered the career as a profession.

Education Suggestions

- **Find time to relax 1 hour a day completely!!!** No distractions! Relax your brain. *A tired Mind, Body & Soul can not function!*
- **Don't over study!** Quality, verses Quantity!!!
- **Only study what you don't know!** Quality, verses Quantity!!!
- **Review everything beginning 48 hours before class.** Only sections at a time! Do not re-review. Quality, verses Quantity!!!

Family/ Children Suggestions

- **Schedule time on your Calendar**, activity time with your family/ or children. (*Park, Movie/ Game night.*) Quality, verses Quantity!!!
- **Avoid studying predominantly at home!** Only to review, only what you must study! Xeroxed copies/ notes from class etc... Set a time frame.
- **Give them something to look forward too?** Graduation may be too far away! Preferably each exam and **Big Bang after Finals!**
- **Plan time with your significant other!** Quality, verses Quantity!!!