**Unit 4: Planning and Controlling**

**Activity 1: The Importance of Planning**

1. Finish this quote “A plan is like a map. When following a plan, you can always see how much you progressed towards your project goal and how far you are from your destination. Knowing where you are….”
2. What is planning?
3. List the six steps involved in a typical plan.
4. Finish this sentence “Planning should be ….”

|  |  |
| --- | --- |
| required reading Icon | Read the article entitled “[Basic Overview of Typical Phases in Planning](http://download.elearningontario.ca/repository/1236990000/BOH4MPU04/BOH4MPU04A01/docs/Typical%20Phases%20in%20Planning.pdf).” (click from the OERB website) |

1. List the nine phases in planning as described in the article.
2. List and describe the three benefits in planning.

|  |  |
| --- | --- |
| external link icon | How Good is Your Time Management? Check out this [online test](http://www.mindtools.com/pages/article/newHTE_88.htm) to help you identify the aspects of time management where you need to improve. (click from the OERB website) |

**Check Your Understanding**

1. The management function that involves setting performance objectives and deciding how to meet those objectives is referred to as \_\_\_\_\_\_\_\_\_\_\_\_\_.
	1. leading
	2. planning
	3. controlling
2. Which one of the following is **not** one of the benefits of planning?
	1. flexibility
	2. coordination
	3. time management
	4. disorder
3. Celebrating the success of a plan is an important final step in the planning process.
	1. True
	2. False

**Activity 1 Assignment**

*Consider what you studied about the importance of planning in this activity. What kind of a planner are you?

What importance does planning play in your life?*

*Think about each of the following questions. Use one or more of these ideas to focus your comments about planning in a paragraph form:*

* *When you are assigned a major project in school, do you map out a plan for completing it?*
* *Do you manage your time well?*
* *Do you prioritize important tasks to make sure they are completed first?*
* *What is the biggest “time waster” that prevents you from completing essential tasks on time?*
* *Have you created a plan for what you will do after completing high school?*