

**Summary Report for Individual Task
805B-79T-3216
Employ a Time Management Work Plan
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: Your supervisor instructs you to develop a work plan. You have access to Reference materials, target market information, applicable calendars, your RWS, web base applications, general office supplies, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Employ a time management work plan; utilizing daily, mid-term and long-term goals/plans; recording the results in Recruiter Zone; resulting in an increase of leads to enlistment productivity.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Review the appropriate references, state specific Strength Maintenance SOP, and all events that could possibly impact schedule.

2. Review daily plan, weekly plan, and events for the coming week and schedule in Recruiter Zone or as mandated by leadership.
 - a. Schedule all appointments, events, and displays.
 - b. Schedule applicant processing.
 - c. Schedule all prospecting times.
 - d. Schedule administrative actions.
 - e. Schedule travel requirements.
 - f. Schedule personal/family time activities and events.
 - g. Schedule all physical training requirements.

3. Schedule a mid-term plan that covers three months (current month and next two months) in Recruiter Zone or as mandated by leadership.
 - a. Schedule all school functions/presentations.
 - b. Schedule all strength maintenance meetings.
 - c. Schedule all drills (MUTA 4, 5, or AT) and RSP training.
 - d. Schedule all military leave.
 - e. Schedule the state marketing plan and your marketing plan.
 - f. Incorporate MEPS/MET calendar into your calendar.

4. Schedule any long-term plan(s) that covers any activity taking place four or more months into the future in Recruiter Zone.
 - a. Schedule drills/RSP dates and locations.
 - b. Schedule all MEPS activities.
 - c. Schedule all strength maintenance meetings (state, area, unit, awards).
 - d. School functions (presentations, SASVAB, athletic events, awards banquets, JRROTC functions, graduation dates).
 - e. Schedule civic events (holidays, parades, displays).
 - f. Schedule all military leave.

g. Schedule professional development (college classes, ACCP courses, NCOES courses).

h. Schedule all State and local marketing events.

i. Incorporate NGB Mobile Event Team schedule into your schedule. (If applicable)

5. Execute time management work plan

NOTE: Make changes to work plan as required

6. Post/review results to determine effectiveness of work plan.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job training for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by two methods:a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.b. Supervisor's Evaluation. Ensure that the Soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed the appropriate References, State Strength Maintenance SOP and all events that could possibly impact schedule.			
2. Reviewed daily plan, current week, following week, and scheduled events in ARISS/Recruiter Zone.			
a. Scheduled all appointments, events, and displays.			
b. Scheduled applicant processing.			
c. Scheduled prospecting times.			
d. Scheduled administrative actions.			
e. Scheduled travel requirements.			
f. Scheduled personal/family time activities and events.			
g. Scheduled all physical training requirements.			
3. Scheduled a mid-term plan that covers three months current month and next two months) in Recruiter Zone.			
a. Scheduled all school functions/presentations.			
b. Scheduled all strength maintenance meetings.			
c. Scheduled all drills and RSP training.			
d. Scheduled all military leave.			
e. Scheduled the state marketing plan and your marketing plan.			
f. Incorporated MEPS/MET calendar into your calendar.			
4. Scheduled any long-term plan(s) that covers any activity taking place four or more months into the future in Recruiter Zone.			
a. Scheduled drills/RSP dates and locations.			
b. Scheduled all MEPS activities.			
c. Scheduled all strength maintenance meetings.			
d. Scheduled school functions.			
e. Scheduled civic events.			
f. Scheduled all military leave.			
g. Scheduled professional development.			
5. Executed work plan.			
6. Posted/reviewed results to determine effectiveness of work plan.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	NG PAM 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
STRUCTURED SELF DEVELOPMENT COURSE (SSDI) ICTL	Enlisted	MOS: 000, Skill Level: SL1
79T-ARNG Recruiting and Retention-SL3	Enlisted	MOS: 79T, Skill Level: SL3, ASI: V7, Duty Pos: REA, SQI: 4