

# Introduction to the Adult Education Program at Catholic Charities

## Welcome to our Adult Education Program at Catholic Charities!

The following welcome video provides the necessary instructions to complete the onboarding assignments: [INTRODUCTORY VIDEO](#)

### **Assignment # 1: Our Courses**

Use the following link to learn about High School Equivalency.

[Exploring High School Equivalency](#)

If you are also interested in computer classes, let us know when we contact you.

We also offer a few training programs for specific careers.

### **Assignment # 2: Success Strategies for Adult Education: Cultivating Five Essential Habits and a Growth Mindset**

Use the following link to read the essay and share your thoughts.

[Strategies for Success in Adult Education](#)

### **Assignment # 3: Case Studies: Adult Education Students Who Overcame Obstacles**

Use the following link to complete this assignment.

[Case Studies](#)

## Assignment # 4: Overcoming Challenges

Use the following link to complete this assignment.

[Overcoming Challenges](#)

## Assignment # 5: Time Management

Use the following link to complete this assignment.

[The Eisenhower Matrix - Time Management](#)

**Thank you for completing the five onboarding assignments!**

Next steps:

Fill out the following form with your contact information. We will reach out to you soon.

[Contact Information](#)

## More resources for time management

This activity is **optional**.

Time-blocking is a time-management strategy where you allocate specific blocks of time for different tasks or activities throughout your day. Rather than simply making a to-do list, time-blocking involves scheduling each task into your calendar, assigning a specific start and end time for each activity. This approach helps you prioritize your tasks, maintain focus, and ensure that you dedicate sufficient time to important activities. By visually organizing your day, you can optimize productivity, minimize distractions, and make better use of your time.

## Example

Silvia is a single mother. She has two children, a 12 and a 14-year-old, who go to the same school. She works at a Discount Auto Parts shop from 8 am to 4:30 pm, from Monday through Friday. She has recently enrolled in an ESL class Tuesdays and Thursdays from 6 to 8 pm. Luckily, her home, her job, the kids' school, and the adult education center are all in the same part of town.

Mondays, Wednesdays and Fridays:

6:00 am - 7:30 am: Morning routine (preparing breakfast, showering, getting kids ready for school).

7:30 am - 8:00 am: Drop off the kids at school and commute to work.

8:00 am - 4:30 pm: Work at the Discount Auto Parts shop.

4:30 pm - 5:00 pm: Pick up kids from school and commute back home.

5:00 pm - 6:00 pm: Prepare and have dinner with the family.

6:00 pm - 8:00 pm: Help children with homework and spend quality time together.

8:00 pm - 10:00 pm: Flexible time – Personal time for relaxation, reading, TV, or other leisure activities.

Tuesdays and Thursdays (ESL class days):

6:00 am - 7:30 am: Morning routine (preparing breakfast, showering, getting kids ready for school).

7:30 am - 8:00 am: Drop off kids at school and commute to work.

8:00 am - 4:30 pm: Work at the Discount Auto Parts shop.

4:30 pm - 5:00 pm: Pick up kids from school and commute back home.

5:00 pm - 5:30 pm: Eat with the family (reheated leftovers or fast food).

5:30 pm - 6:00 pm: Commute to adult education center

6:00 pm - 8:00 pm: Attend ESL class.

8:00 – 8:30 pm: Commute back home

8:30 pm - 10:00 pm: Flexible time – Personal time for relaxation, reading, TV, or other leisure activities.

Project:

Use the following template to list your weekly commitments.

Include all the non-negotiable activities: work hours, classes, and family responsibilities.

Don't forget about transition times, like the time it takes to commute, to get ready for the next activity, etc.

Be mindful of the importance of family time, exercise, self-care, nourishing meals, fun and relaxation.

Make the necessary adjustments for the days when you have class.

Consider asking other family members for help with some of the chores and errands.

If you have weekends off, keep a more flexible schedule on those days. Do some catch up work or work to prepare for the following week, but make sure you save most of the hours for rest, fun, and quality time with family and friends.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
12 am					
1 am					
2 am					
3 am					
4 am					
5 am					
6 am					
7 am					
8 am					
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm					
3 pm					

4 pm					
5 pm					
6 pm					
7 pm					
8 pm					
9 pm					
10 pm					
11 pm					