3. Utilizing Resources

Identifies and measures effective resources and makes the most of available resources to achieve desired objectives.

#	Competency	Indicators
3.1	Uses time effectively.	☐ Organizes, plans, and completes individual activities in a timely manner. ☐ Organizes and plans within a team to create action steps and complete tasks on or before expected deadlines.
3.2	Manages money.	☐ Appropriately allocates funds to stay within a budget. ☐ Determines ways to reduce costs, save resources, and increase profits. ☐ Determines when it is appropriate to estimate and when a precise calculation must be done.
3.3	Selects and uses appropriate tools and materials for tasks.	☐ Considers costs and benefits when selecting materials and tools for tasks. ☐ Chooses and uses appropriate communication methods for tasks that involve internal and/or external customers. ☐ Seeks feedback from others to determine reliability of resources.
3.4	Thinks creatively.	☐ Identifies new ways to use resources to increase efficiency, reduce costs, or improve product or process. ☐ Analyzes relationships between resources and then develops and shares new ideas related to the resources with others.

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