Active Time Management

**Program Title:** Time Management Tournament / Minute-to-win it: Time Management Edition

**Projected length:** 1 hour, depending on the number of people

**Supplies needed**:

1. Laptop
2. Projector, extension cord/power strip
3. Active TM PowerPoint (.ppt)
4. Handout 1 (Motivation)
5. Handout 2 (Prioritization methods)
6. Motivation cards (print and cutout)
7. Barrier cards (print and cutout)
8. Instructions for RA
9. Instructions for student
10. Bags or buckets to hold barrier and motivation cards
11. Other RAs to help run event

\*\* Activities come in sets of 10, but print more than one copy (there will be repeats). If a barrier card is drawn, then there needs to be enough for each team to repeat each activity multiple times.

\*\* Place MOTIVATION and BARRIER cards in a bag of bucket, called the “Bag of Work”\*\*

**Learning outcomes:**

1. Articulate the importance of effective time management
	1. Winning the “game” and being competitive will show the importance
	2. Give personal testimonies of importance
	3. Stressful
	4. Look less reliable, loss in reputation
	5. Academic probation
	6. Fail a class
2. Define strategy for setting priorities
	1. Outline of week, make time for different activities
	2. Organize due dates
	3. Snow ball (smallest to biggest)
	4. Make a list, physically write it down
	5. Which is worth more points?
3. Identify steps to overcome time management barriers
	1. List some ways before game begins (MOTIVATION)
	2. In between activities, draw a “barrier card”
	3. Hardest part is starting
	4. Pick one things and just do it
	5. Commitment
4. Articulate a resource on campus for additional support in this area
	1. Give list of place before
	2. Can use as a way to get past “barrier card”
	3. Winner receives handmade coupon to campus support
	4. Academic Success Center
		1. Coaches
		2. Study tables
		3. ALS 114, 116
	5. RAs
	6. In hall tutors

**Marketing ideas:**

* Create alarm clock shaped flyers with info
* Work with Passive time program to advertise
* ?

**Marketing materials:** RA resource room paper and printer, markers, scissors, etc.

**Timeline for marketing:**

2 weeks before: Start making advertisement

1-1.5 weeks before: Post throughout hall

Days before: Remind staff and remind residents via word of mouth

Day of: Rally residents before program starts

**Intro:**

Start with PowerPoint. The short slideshow will present the 4 competencies and then set up the game play. Slide notes are provided to get you thinking about what to say. Feel free to make the presentation your own and add or take away. Utilize the handouts if necessary.

**Body:**

This interactive activity will teach time management skills, strategies, and give residents an opportunity to practice, without them even knowing it. The goal is to make it fun and give the perspective of learning without being lectured at.

Time management is not all about academics. Effectively managing time allows for adequate breaks and getting some physical activity, represented by some of the tasks below.

Each team of contestants or individual must complete the tasks as fast as possible. The order is not pre determined. This setup will allow students to use their prioritizing skills. The ability to prioritize tasks is huge in effectively managing time. There is no right way to prioritize, every person is different. But in academics, some things must be completed before others and everything has a deadline.

**RULES and PLAY**

**\*The play will run exactly like the RA tri-wizard tournament during training\***

\*Credit to Drew Satter for inventing some of the activities and general play of the game\*

1. Divide into teams of equal people
2. Give each team a handout of activities description
	1. **See instructions for students**
3. Allow each team time to read over which activities they are doing and figure out a strategy
4. After every successful activity one team member must draw a card (MOTIVATION AND BARRIER cards)
5. If barrier, repeat activity
6. If motivation, move to next
7. **First to complete all tasks “managed” their time the best**

**End:**

Q and A / Debrief Session: Give handouts (optional), review powepoint

1. How can this experience relate to managing your own time?

2. What is one thing you learned today?

3. Can you share how you personally manage your time and prioritize important tasks?

4. Etc…

**PAGES TO PRINTED AND FOLDED**

The following are the different groups of activities to be printed and folded and then placed at a station. Just like how Drew Satter set up during RA training. One table with all copies of one activity. If a team draws a barrier card, they will need to repeat the same activity.

Math 1

1. (6+5) – (3-2) =

2. 100 / 5 =

3. 12 \* 12 =

Math 2

1. (7+5)-(9-3)=
2. 200/10=
3. 9\*9=

Math 3

1. (9-2)+(-7+9)=

2. 30/5=

3. 15\*9=

Math 4

1. (15+4)-(12-7)=

2. 27/3=

3. 6\*12=

Math 5

1. (6+9)-(8-7)=

2. 60/12=

3. 6\*11=

Math 6

1. (4-3)-(12+8)=

2. 70/5=

3. 8\*7=

Math 7

1. (14+9)-(16-3)=

2. 45/3=

3. 8\*8=

Math 8

1. (13+5)+(26-11)=

2. 90/6=

3. 9\*12=

Math 9

1. (26-13)+(9+4)=

2. 68/4=

3. 6\*7=

Math 10

1. (19-5)-(3+11)=

2. 72/6=

3. 6\*13=

**Reading 1**

Yellow Teeth!

Story By: Andrew Frinkle

Misty was a little girl.

She was very cute.

She had nice hair.

She had nice clothes.

She had nice shoes.

She had pretty eyes.

Everyone liked her, until she smiled.

She did not have a cute smile!

Her teeth were yellow.

She did not like to brush her teeth.

She did not think it was fun.

She did not like toothpaste.

Why should she brush her teeth?

She just wanted to go to sleep.

One day, she saw her yellow teeth.

They were not pretty.

Her mouth did not smell good.

People did not like her smile.

She felt sad.

She started to brush her teeth.

Her teeth got whiter.

Her smile got pretty.

Now everyone liked her all the time.

Use the information in the story to answer the questions below.

1. What does Misty look like?

 A. scary

 B. cute

 C. ugly

 D. mean

2. What does Misty NOT like to do?

 A. comb her hair

 B. eat her lunch

 C. take a bath

 D. brush her teeth

3. What color are Misty’s teeth?

 A. yellow

 B. green

 C. white

 D. black

4. Why is Misty sad?

 A. People don’t like her smile.

 B. People run away from her.

 C. People take her lunch money.

 D. People are too nice to her.

5. How does Misty fix her teeth?

 A. She eats candy.

 B. She brushes her teeth.

 C. She goes to the doctor.

 D. She cries a lot.

Reading 1 ANSWER KEY

1. What does Misty look like?

 A. scary

 B. cute

 C. ugly

 D. mean

2. What does Misty NOT like to do?

 A. comb her hair

 B. eat her lunch

 C. take a bath

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3. What color are Misty’s teeth?

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 A. She eats candy.

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 C. She goes to the doctor.

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Reading 2

What a Great Fall!

Story By: Andrew Frinkle

Ernie was a toddler.

He was 2 and a half.

He loved to walk. Sometimes he tripped.

He loved to run. Sometimes he fell.

He loved to climb. Sometimes he tumbled down!

He loved to dance. Sometimes he slipped.

He loved to walk up stairs. Sometimes he bounced down.

He loved to run up hills. Sometimes he rolled down.

Ernie fell down a lot. Sometimes he got hurt.

Most of the time, he was okay.

Once, he even broke his leg. He got better, and he NEVER gives up.

Ernie is tough like a superhero. He keeps trying.

He will go many places, because he never gives up.

Use the information in the story to answer the questions below.

1. How old is Ernie?

 A. 1

 B. 1 and a half

 C. 2

 D. 2 and a half

2. What is happening in the first picture in the story?

 A. Ernie is rolling down a hill.

 B. Ernie is dancing and slipping.

 C. Ernie is walking and tripping.

 D. Ernie is falling down stairs.

3. When does Ernie get hurt?

 A. sometimes

 B. never

 C. always

 D. usually

4. When does Ernie give up?

 A. sometimes

 B. never

 C. always

 D. usually

5. Why is there a picture of a superhero in the story?

 A. Ernie is very scared.

 B. Ernie is very tough.

 C. Ernie is very shy.

 D. Ernie is very silly

Reading 2 ANSWER KEY

1. How old is Ernie?

 A. 1

 B. 1 and a half

 C. 2

 D. 2 and a half

2. When does Ernie get hurt?

 A. sometimes

 B. never

 C. always

 D. usually

3. When does Ernie give up?

 A. sometimes

 B. never

 C. always

 D. usually

4. Why is there a picture of a superhero in the story?

 A. Ernie is very scared.

 B. Ernie is very tough.

 C. Ernie is very shy.

 D. Ernie is very silly.

Reading 3

Uma the Umbrella Bird

Story By: Andrew Frinkle

Uma was an Umbrella Bird. She was a black bird. The feathers on her head

were big. It was a crest. The crest made it look like she had a weird haircut! It

looked like an umbrella, too. The boy umbrella birds have a red neck. It is called a

wattle.

Uma lived in South America. She lived in a rain forest. That is a very wet

jungle. There were many trees, and it was very wet. It rained a lot, and it was very

hot. This made it very sticky weather.

Uma ate fruit, and she ate bugs. Sometimes, she ate small lizards. She mostly

ate fruit. It was her favorite thing to eat.

Uma was a pretty big bird. She looked very different. She was not like the

other birds. Her crest on her head made her different. Umbrella birds were special.

Uma was an Umbrella Bird.

Use the information in the story to answer the questions below.

1. What is this story mostly about?

 A. weather

 B. umbrellas

 C. umbrella birds

 D. chickens

2. What does Uma have on her head?

 A. a crest

 B. a hat

 C. a wig

 D. a sticker

3. Which of these does Uma NOT like to eat?

 A. snakes

 B. fruit

 C. bugs

 D. lizards

4. Where does Uma live?

 A. in a cage

 B. the city

 C. the rain forest

 D. the desert

5. What part of Uma made her different?

 A. her wings

 B. her tail

 C. her eyes

 D. her crest

Reading 3 ANSWER KEY

1. What is this story mostly about?

 A. weather

 B. umbrellas

 C. umbrella birds

 D. chickens

2. What does Uma have on her head?

 A. a crest

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Reading 4

Tom the Turkey

Story By: Andrew Frinkle

Tom was a Turkey. Turkeys are birds. They are bigger than chickens. Turkeys

are mostly brown. They have big tail feathers. Their heads are red. They have a

wattle. This is the skin on their necks and noses. It might look weird to us!

Tom ate seeds. Tom ate berries. Tom ate small nuts. Tom ate bugs. Tom ate a

lot of things, didn’t he? He was good at finding small food on the ground.

Tom could fly. He looked big and fat. He had a lot of feathers. He could still

fly. He could fly up into trees. He had to hide from people. He had to hide from

coyotes. He had to hide from wolves.

Tom was a big bird. His tail was very pretty. He ate a lot. He wanted to be big

and strong. Tom was a Turkey.

Use the information in the story to answer the questions below.

1. What kind of animal is this story mostly about?

 A. chickens

 B. ducks

 C. geese

 D. turkeys

2. YES OR NO: Can Tom fly?

 A. Yes

 B. No

3. Which of these does Tom NOT like to eat?

 A. seeds

 B. fruit

 C. bugs

 D. dirt

4. What does Tom have on his head?

 A. a wattle

 B. a hat

 C. a wig

 D. a sticker

5. Which type of animal does NOT Tom not have to hide from?

 A. coyotes

 B. people

 C. mice

 D. wolves

Reading 4 ANSWER KEY

1. What kind of animal is this story mostly about?

 A. chickens

 B. ducks

 C. geese

 D. turkeys

2. YES OR NO: Can Tom fly?

 A. Yes

 B. No

3. Which of these does Tom NOT like to eat?

 A. seeds

 B. fruit

 C. bugs

 D. dirt

4. What does Tom have on his head?

 A. a wattle

 B. a hat

 C. a wig

 D. a sticker

5. Which type of animal does NOT Tom not have to hide from?

 A. coyotes

 B. people

 C. mice

 D. wolves

Reading 5

The Bully

Story By: Judie Eberhardt

Carson was going back to school after Spring Break. He had heard that a new boy would be starting at his school. Carson was anxious to meet him and make a new friend.

That day at lunch, the new boy came and sat across from Carson. Carson said hi and asked him his name. The boy answered, “None of your business.” Carson was surprised that the boy would be so mean. Carson ate his lunch in silence.

School let out, and on the walk home the new boy came up behind Carson and said, “Let me have your homework so I can copy it.” “I know you finished it at school.” “I’m not giving you my homework,” said Carson. “That would be cheating.” As Carson started to walk away, the boy tripped Carson. Carson fell, ripped his pants, and got a big scrape on his knee. The boy started laughing and ran away. Carson got up and headed home. “What happened?” asked mom when Carson came into the kitchen. The new boy at school tripped me because I wouldn’t let him copy my homework,” said Carson. “Who is this new boy?” mom asked. “His name is Jack, and I only know that because I heard the teacher call him that.” “He was mean to me at lunch when I asked him his name,” said Carson.

The next day Carson’s mom went to the school and told the principal what had happened. Jack was called to the office and admitted he tripped Carson. “Why?” asked Mrs. Rogers the principal. Carson was only trying to be nice to you in the cafeteria yesterday when he asked you your name.” “This is the third school I’ve been in since school started,” said Jack.

“I guess I was trying to be a tough guy so no one would mess with me.” “Well, did it ever cross your mind that if you would just be yourself and be kind, the kids would be your friend?” asked Mrs. Rogers. Jack said he was very sorry. Mrs. Rogers said that Jack needed to talk to

Carson and tell him he was sorry. Jack did apologize to Carson and his mom. Carson’s mom invited Jack to the house for dinner. Carson told his mom that Jack is really nice but just had a hard time fitting in. “I’m glad you have a new friend,” said Carson’s mom.

Use the information in the story to answer the questions below.

1. Why was Carson off from school?

 A. Christmas break

 B. Spring break

 C. Summer vacation

 D. None of the above

2. Where did the boy sit in the cafeteria?

 A. Next to Carson

 B. Behind Carson

 C. To the left of Carson

 D. Across from Carson

3. What did the boy want from Carson?

 A. His lunch money

 B. His jacket

 C. His homework

 D. His football

4. How would you describe the boy in the story?

 A. Mean

 B. Nice

 C. Kind

 D. Happy

Reading 5 ANSWER KEY

1. Why was Carson off from school?

 A. Christmas break

 B. Spring break

 C. Summer vacation

 D. None of the above

2. Where did the boy sit in the cafeteria?

 A. Next to Carson

 B. Behind Carson

 C. To the left of Carson

 D. Across from Carson

3. What did the boy want from Carson?

 A. His lunch money

 B. His jacket

 C. His homework

 D. His football

4. How would you describe the boy in the story?

 A. Mean

 B. Nice

 C. Kind

 D. Happy

Reading 6

Super Rick

Story By: Andrew Frinkle

Rick seemed like an ordinary kid.

He had okay grades in school.

He behaved, usually.

He liked peanut butter, but not brown mustard.

He wasn’t short or tall, fat or thin; he was average.

Everyone would have been surprised to learn that he was: SUPER RICK!

Super Rick was a local hero.

He wore purple in green.

No one knew who he was.

His mask, cape, and costume hid his identity.

People loved Super Rick, because he helped them.

With his Super Rick costume on, he did many good deeds.

He got a cat down out of a tree.

He helped an old lady cross the street.

He carried a man’s extra bag of groceries.

He shouted and scared off a bully.

He found a lost wallet and returned it.

He helped change a flat tire.

That might not seem like anything special, but he was good at helping.

Sometimes people asked if he was Super Rick, because his name was Rick.

He always just smiled and shrugged.

It was good to keep things secret.

It was even better to be a hero!

Use the information in the story to answer the questions below.

1. What was the name of Rick’s superhero identity?

 A. Rick Superstar

 B. Super Rick

 C. The man in Purple and Green

 D. Rick the Rude

2. Which of these describes Rick?

 A. short

 B. fat

 C. average

 D. tall

3. YES OR NO: Does Super Rick have a cape?

 A. Yes

 B. No

4. Which ones of these did Super Rick do?

 A. Steal a wallet

 B. Take a purse

 C. Jump over a river

 D. Rescue a cat

5. FILL IN THE BLANK: Rick was very good at \_\_\_\_\_\_\_\_ .

 A. sleeping

 B. joking

 C. helping

 D. jumping

Reading 6 ANSWER KEY

1. What was the name of Rick’s superhero identity?

 A. Rick Superstar

 B. Super Rick

 C. The man in Purple and Green

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4. Which ones of these did Super Rick do?

 A. Steal a wallet

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5. FILL IN THE BLANK: Rick was very good at \_\_\_\_\_\_\_\_ .

 A. sleeping

 B. joking

 C. helping

 D. jumping

Reading 7

The Snowman

Story By: Andrew Frinkle

There was lots of snow on the ground.

It had snowed all night.

Now it was time to make a snowman.

First the kids rolled a ball for the bottom.

It was the biggest one.

They put it near a hill.

That is where the snowman would sit.

Second, they rolled a ball for the middle.

It was medium size, smaller than the first.

They had to lift it on top of the first one.

Third, they made the top snowball.

It had to be smaller for the head.

It was hard to lift it on top of the other two.

 The kids had to put on arms.

 They used two long sticks.

The branches looked like fingers.

Then they put on the buttons.

Three rocks worked for those.

They used rocks for the eyes and smile, too.

One boy gave up his scarf for the snowman.

A girl gave up her hat.

The snowman was nearly finished!

The last step was the nose.

They used an old carrot, and the snowman was done!

Use the information in the story to answer the questions below.

1. What are the kids going to make?

 A. a snow fort

 B. a snow slide

 C. a snowman

 D. snow angels

2. What is the first step of making the snowman?

 A. the bottom snowball

 B. the middle snowball

 C. the top snowball

 D. the carrot nose

3. What is the second step of making the snowman?

 A. the bottom snowball

 B. the middle snowball

 C. the top snowball

 D. the carrot nose

4. Which of these is TRUE?

 A. The kids made the nose from an apple.

 B. The kids made the buttons with real buttons.

 C. The kids gave the snowman a hat and a scarf.

 D. The kids gave the snowman pants.

5. What is the last step of making the snowman?

 A. the bottom snowball

 B. the middle snowball

 C. the top snowball

 D. the carrot nose

Reading 7 ANSWER KEY

1. What are the kids going to make?

 A. a snow fort

 B. a snow slide

 C. a snowman

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 D. The kids gave the snowman pants.

5. What is the last step of making the snowman?

 A. the bottom snowball

 B. the middle snowball

 C. the top snowball

 D. the carrot nose

Reading 8

Peter the Penguin

Story By: Andrew Frinkle

Peter was a Penguin. That is a kind of bird. He was black and white. He had

feathers. He had feet. He had wings, but he could not fly! His wings were good for

swimming.

Peter walked slowly. He waddled. He was not fast on land. He swam very

fast! He was a water bird. He swam to find food.

Peter ate fish. He ate shellfish. He ate squid. He swam very fast and caught

them. He was good at catching food.

Peter lived in a cold place. He walked on ice. He walked on snow. He swam in

very cold water. Peter was a Penguin.

Use the information in the story to answer the questions below.

1. What kind of animal is this story mostly about?

 A. fish

 B. penguins

 C. dogs

 D. crabs

2. Which of these is Peter good at?

 A. dancing

 B. swimming

 C. singing

 D. walking

3. Which of these does Peter NOT like to eat?

 A. fish

 B. shellfish

 C. squid

 D. weeds

4. What colors is Peter?

 A. red and black

 B. white and green

 C. black and white

 D. orange and purple

5. Where Peter lives, how is the weather?

 A. cold

 B. warm

 C. hot

 D. dark

Reading 8 ANSWER KEY

1. What kind of animal is this story mostly about?

 A. fish

 B. penguins

 C. dogs

 D. crabs

2. Which of these is Peter good at?

 A. dancing

 B. swimming

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3. Which of these does Peter NOT like to eat?

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 A. cold

 B. warm

 C. hot

 D. dark

Reading 9

Title: “The Desert”

Deserts are very dry places.

Deserts get very little rain.

Also, deserts are very hot.

Deserts have special plants.

These plants like the heat.

Also, these plants can save water.

Deserts have special animals.

These animals do not need much water.

Also, these animals can hide in the sand when it is very hot.

Deserts are home to many special plants and animals.

Questions:

1. Deserts are not:
2. Dry
3. Wet
4. Hot
5. Desert plants can:
6. Hide in sand
7. Get very hot
8. Save water
9. Which of the following animals would most likely live in a desert?
10. Snake, who likes to rest in the sun
11. Fish, who likes to swim in the river
12. Monkey, who likes to swing from tree to tree
13. Desert animals are special because:
14. Can get very hot
15. Save their water
16. Hide in the sand

Reading 9 ANSWER KEY

1. B
2. C
3. A
4. B

Reading 10

Joey put on his mask.

He flapped his cape in front of the mirror.

This is the best costume, he thought.

I’m sure to win the contest.

Joey skipped downstairs.

“Joey,” said Mom, “I need you to watch Mindy at the party.”

“But superheroes don’t have sisters,” yelled Joey.

“Well this superhero does,” said Mom.

Joey was very angry. He walked out of the house. He grabbed a baseball bat a hit the car window with it.

Joey’s mom came outside. She told Joey to go to his room.

Joey was grounded and not able to attend the party.

Questions:

1. Joey was dressed up as a:
2. Superhero
3. Chicken
4. Sidekick
5. Who did Joey have to take care of?
6. His younger brother
7. His pet dog
8. His sister, Mindy
9. What did Joey do when his mom told him to take care of her?
10. He said, “Yes Mommy!”
11. He cried
12. He got angry
13. What happened to Joey at the end of the story?
14. He got pie
15. He was grounded
16. He got cash money

Reading 10 ANSWER KEY

1. A
2. C
3. C
4. B

 Charades Themes

Set 1

1. Mouse

2. Football

3. Cell phone

Set 2

1. Walking on a tightrope

2. Eating pizza

3. Baking

Set 3

1. Elephant

2. Surfer

3. Sales clerk

Set 4

1. Radio

2. Lady Gaga

3. Pikachu

Set 5

1. Justin Bieber

2. Nightmare

3. Sunburn

Set 6

1. Taxi

2. Business Trip

3. Juggler

Set 7

1. Oar

2. Flamingo

3. Rainbow

Set 8

1. Evolution

2. Flag

3. Mascot

 Set 9

1. Tree

2. Rain

3. Salmon swimming upstream

Set 10

1. Elevator

2. Mickey Mouse

3. Gym

**Tattoo Code**

Set 1

1. Football

2. Cell phone

Set 2

1. TV

2. Mouse

Set 3

1. Hockey stick

2. Sun

Set 4

1. Car

2. Circle

Set 5

1. Bike

2. Bottle

Set 6

1. Shirt

2. Shoe

Set 7

1. Toilet

2. Rainbow

Set 8

1. Drum

2. Flag

 Set 9

1. Tree

2. Rain

Set 10

1. Fish

2. Triangle