

### Week 9: May 15, 2020

A weekly program guide of creative ideas and instructions for skill-building activities to support client goals.

## **Table of Contents**

This guide is divided into sections for each skills-building topic. The first page of each section summarizes the activities included in this edition of the guide. Any worksheets associated with the listed activities, will immediately follow the summary page. Return to this page by clicking the "Return to Table of Contents" link at the end of the topic summary page. Click on a topic from the list below to navigate directly to the activities and associated worksheets.

Money Management Social Skills Safety Skills Decision-Making Skills Nutrition & Healthy Lifestyle Improve Self-Advocacy Pre-Employment Skill Building

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## **Money Management**

#### Games

Money Management, Counting, Planning, Budgeting

• Cash Out - Online Game - Source: https://mrnussbaum.com/cash-out-online-game

Cash Out is perfect for practicing counting money or calculating change. Players have three minutes (or can play without a timer) to complete as many sales as possible by giving customers the correct change. The game is totally customizable and with different skill levels and hints/no hints.

• Tipster - Online Game- Source: https://mrnussbaum.com/tipster-online-game

In Tipster, participants play the role of restaurant manager who must calculate the tip amounts for his or her servers. This fun game involves calculating percentages of numbers and quality of service. Quality of service indicated by the customers determined percentage of total bill that constitutes tip. For example, the total bill at a table is \$100.00, and the service was level was a "3," the customer pays 15% making the total bill \$115. Very fun!

#### **Math Problems**

Adding, Subtracting, Counting Problem Solving, Life Skills

- Multiplication worksheets Source: <u>https://www.mathsisfun.com/worksheets/multiplication.php</u> Test out your multiplication skills, using this online math worksheet practice.
- Math Word Problems (MM1) Source: k5learning.com

#### Money Skills

Counting Money, Adding, Subtracting, Bills,

- Supermarket Math Project Adding and Subtracting Decimals (MM2) Source: olcacademy.net NOTE: This activity uses the same grocery item list as last week. The worksheets are new.
- Counting Money Worksheet (MM3) Source: DadsWorksheets.com

#### Budgeting

Money Management, Decision Making, Planning, Understanding Needs vs. Wants

How to Create and Manage a Budget- Source: <u>https://www.debt.org/advice/budget/</u>

This article on debt.org has a lot of valuable information in regards to creating and managing a budget, including information on choosing a budget system.

- Money Magic online game and worksheet (MM4) Source: Next Gen Personal Finance / ngpf.org Use the worksheet along with the online game to teach budgeting skills
- Budgeting Basics! video Source: <u>https://youtu.be/sVKQn2I4HDM</u>

This video explains some of the basics of budgeting.

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# Addition and subtraction word problems

Grade 4 Word Problems Worksheets

Read and answer each question:

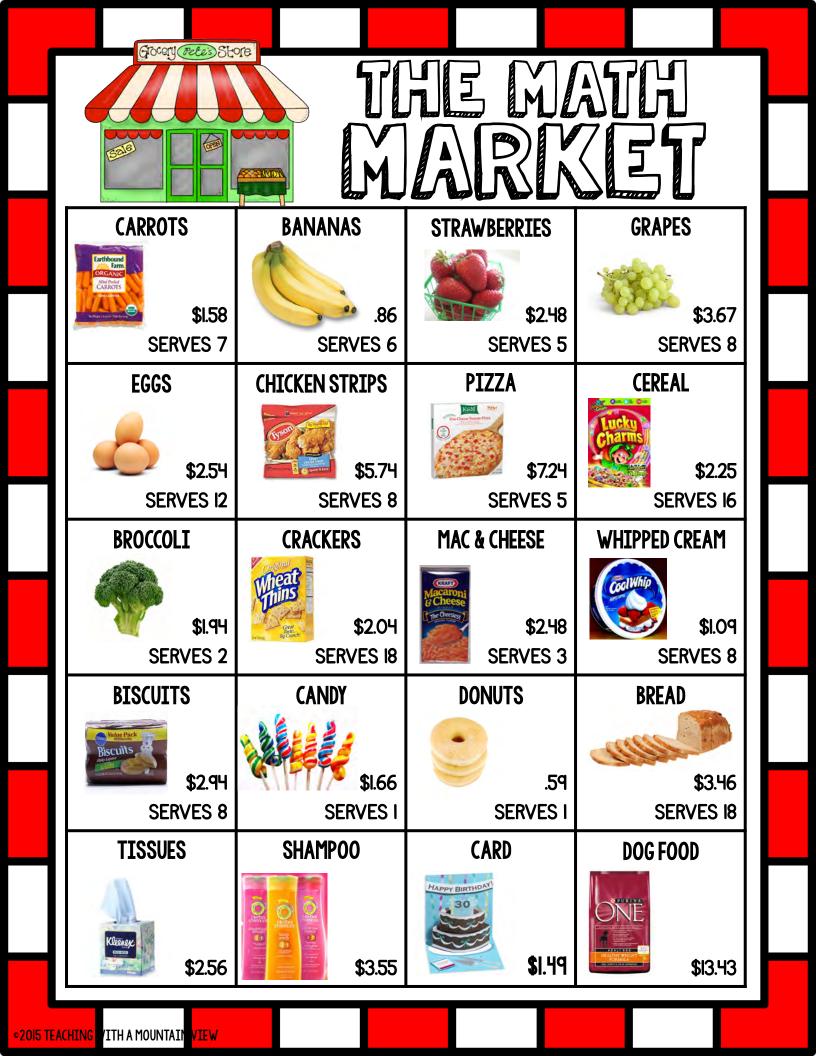
The library is being relocated. The librarians are busy organizing the books.

- 1. Three boxes filled with fiction books and two boxes filled with reference books were just delivered. If each box is filled with 120 books, how many fiction books are there?
- 2. From the boxes just delivered, a librarian takes out 40 reference books to put on the shelf. Then, she takes out another 65 reference books and leave them at the checkout counter. How many reference books are left in the boxes?
- 3. There were 445 non-fiction books but 83 went missing and 45 were transferred to another library. How many non-fiction books are left?
- 4. According to the library system, there are 238 new patrons, 145 inactive patrons and 673 active patrons. How many patrons are there in total in the library system?
- 5. There are 2,475 books in total in the library. 592 books are on loan and 137 books are missing. Out of the 592 books, 74 books are late. How many books are there in the library?
- Write an equation using "x" and then solve the equation. The library bought 115 new fictions, 38 nonfiction and x new reference books. They ordered 174 books in total.



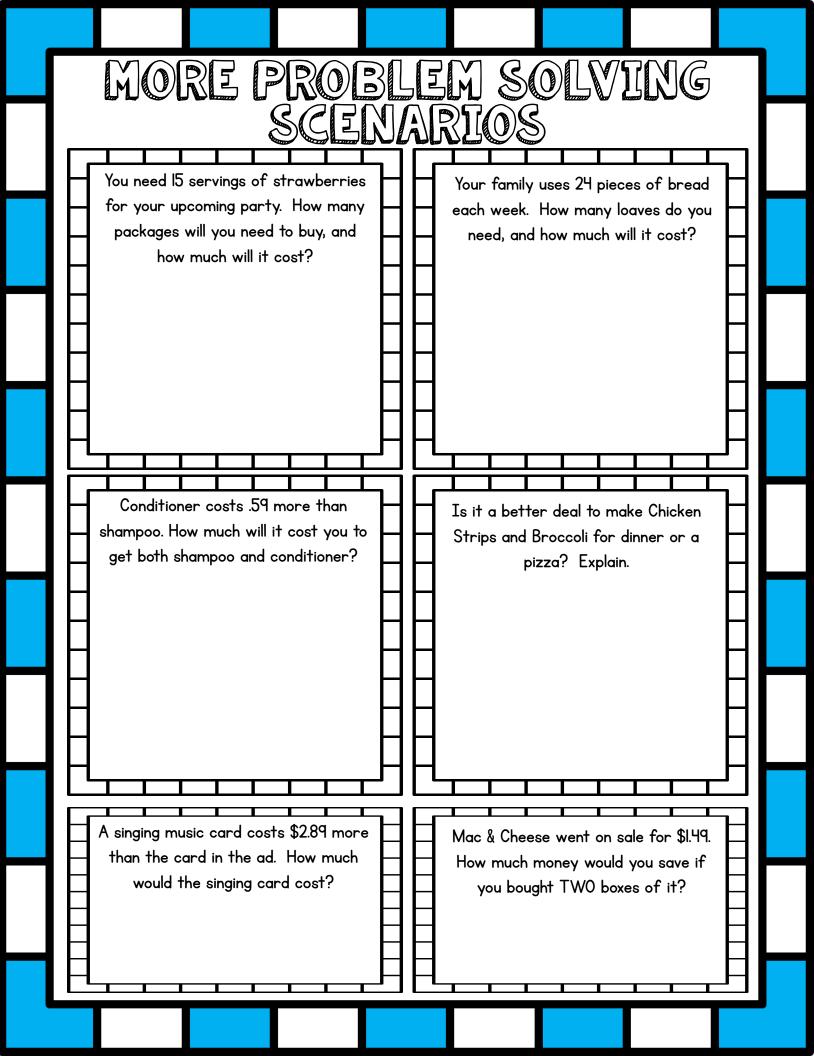
# Answers

- 1. 120 + 120 + 120 = 360 There are 360 fiction books.
- 2. 120 + 120 40 65 = 135There are 135 reference books left in the boxes.
- 3. 445 83 45 = 317There are 317 non-fiction books left.
- 4. 238 + 145 + 673 = 1,056 There are 1,056 patrons using the library system.
- 5. 2475 592 137 = 1,746 There are 1,746 books in the library.
- 6. 115 + 38 + x = 174 153 + x = 174 x = 21The library bought 21 new reference books.



PING FOR THE You go shopping twice throughout the week. Follow the directions below to detail both of your shopping trips. You must figure out what combination of items you can buy with each amount. Please buy enough to come within \$2.00 of your starting amount, and include at LEAST three items. THURSD You have \$14.53 to go shopping with. You have \$20.35 to go shopping with. What do you buy? What do you buy? How much money do you spend? How much money do you spend? How much money do you have left? How much money do you have left? How many servings of food did you buy? How many servings of food did you buy? FOLLOW UP QUESTIONS I. How much more money do you have to go shopping on Monday than you have on Thursday? 2. How much more money did you actually spend on Monday than on Thursday? 3. On Saturday, you decide to go shopping again. You can't decide whether you want to buy Donuts and Grapes or Cereal and Eggs. Which combination would be less expensive to buy? By how much? Sam

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READING THE RECEIPTS

Each of the receipts below has some missing parts. Fill in the blanks to complete the receipts. Use your Math Market Ad to help you!

# THE MATH MARKET

Carrots	. \$1.58
Cereal	\$2.25
Crackers	\$2.04
Candy	\$1.66
Card	\$1.49

Coupon.....-\$0.99

Total.....\$\_\_\_\_

# THE MATH MARKET

Bread	\$
Eggs	
Donut	\$
Tissues	\$

Coupon.....-\$\_\_\_\_

Total......\$7.90

Create your own receipt below. You buy at least 4 items and have a coupon for \$1.59.

Pay

THE MATH MARKET
Grapes\$
Strawberries\$
Biscuits \$
Dog Food\$
Shampoo\$
Bananas\$

Extras: Bag of Ice.....\$\_\_\_

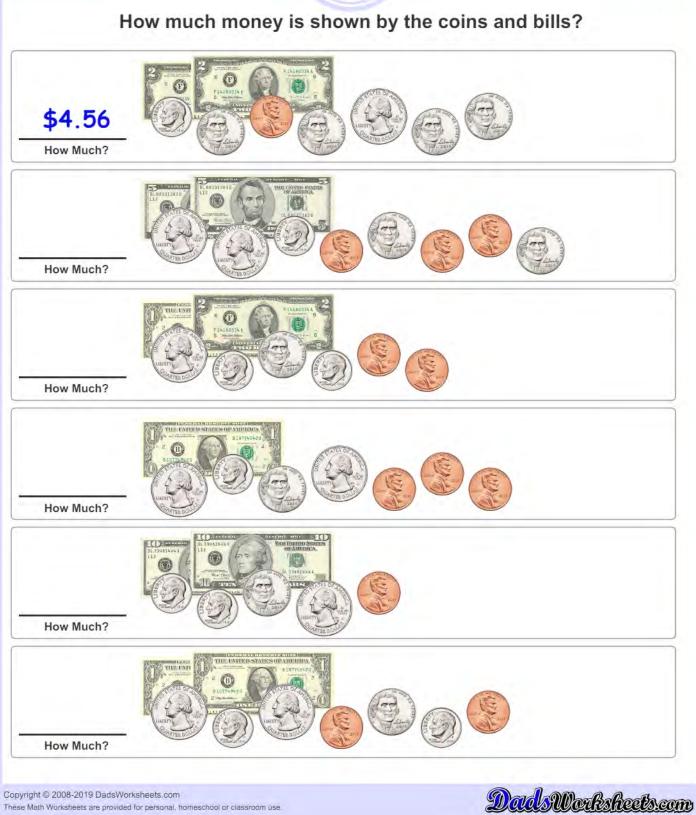
Total..... \$28.56

**Counting Money** Basic Coins and Bills Math Worksheet 3

These Math Worksheets are provided for personal, homeschool or classroom use.



Name:



Counting Money Basic Coins and Bills Math Worksheet 3







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# **INTERACTIVE:** Money Magic

Interactive: Money Magic

- **Teacher Tip:** This <u>Money Magic trailer</u> provides a good overview for students prior to playing the game.
- **Teacher Tip:** If a "Rotate Screen" message appears, zoom out on your computer browser. Two ways to fix:
  - Keyboard shortcut: Command -
  - Chrome browser: View < Zoom Out</p>

#### Part I: Play Money Magic

1. Go to <u>www.playmoneymagic.com</u>.

#### Part II: Reflection Questions

2. Every round, the game forces you to allocate all of the money in your budget, so that your balance equals \$0 before you can move on. What are some of the advantages of creating a Zero-Based Budget? What disadvantages did you encounter with this style of budgeting?

3. Describe your budgeting process and how you chose to split the money among the different categories. How did that process evolve as you became more experienced playing the game?

4. Would you consider your budgeting strategy in this game a success? Why or why not?

- 5. While playing the game, did you read the critic reviews and star ratings after each of your shows?
  - a. If so, how did they impact your strategies in the next round?
  - b. If not, why did you choose to ignore them?



6. How did you use the 3 meters and the "Show Earnings Report" throughout the game?



7. Enzo's goal was to save \$50,000 to make his way to Vegas. How did having a fixed, predetermined goal impact your gameplay?

8. What are three takeaways you learned from playing Money Magic that will help you when you create your own budgets in the future? Be specific.

# **Social Skills**

#### Games

Communication, Turn Taking, Interaction, Processing Information

• Feelings Charades (SoS1) - Source: kiddiematters.com

People's body language tells a lot about how they are feeling. For instance, when some people are mad, they cross their arms and squint their eyes. Teaching clients how to 'read' body language will help them tune in to how other people are feeling. It will also help them tune in to their own body language which can give them a sense of self control. Use the feelings emotion cards to play charades. This will go a long way in helping them to practice emotion regulation when faced with big emotions.

• Emotions Memory Game - Source: <u>https://matchthememory.com/seec</u> Try this free online memory game.

#### Communication

Assisted Technology, Communication, Eye Contact, Processing Information, Body Language

- Communication Skills for Workplace (SoS2) Source: thebalancecareers.com
- Communication Activity Misunderstanding Source: userlike.com The game Misunderstanding helps to drive creative communication.



#### What you'll need:

- Two or more people
- Chairs
- Various objects

#### How to play:

Have two people sit back-to-back. Person A has an object and must describe it (without explicitly saying what the object is) to person B. Person B must then draw it based on person A's description.

This game is effective for finding new ways to communicate around barriers. It also helps build problem-solving skills and effective communication strategies.

For larger groups, make it a competition by deciding which team created the most accurate drawing in a set amount of time.

#### **Conflict Resolution**

Communication, Eye Contact, Processing Information. Body Language, Decision Making

- Conflict Management (SoS3) Source: wits.ac.za
- One Question Communication Activity
   Source: The Big Book of Conflict Resolutions Game

**Objective:** To engage in dialogue and practice listening and questioning skills

#### **Directions:**

One of the most useful skills in times of conflict is the skill of dialogue. Dialogue can open the door to collaboration. When we engage in dialogue, we keep an open mind, ask questions, and listen to the answers. This activity is a great way to practice those skills.

Have everyone find a partner and a place to sit comfortably. Give participants the criteria for which partner will begin round one (for example, the person with the longest hair, biggest shoes, or darkest eyes). That person begins the round by asking their partner a question.

The other person can either just answer the question, or answer and follow up with their own question to continue the dialogue.

The challenge is for the partners to see how long they can engage in dialogue using just that one question as a foundation for the conversation. After the topic question, all the additional questions and dialogue have to build on that. Because closeended questions tend to shut down a conversation, remind your team that questions that begin with what, where, when, how, and why work best.

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Here are some examples of opening questions:

- Where did you grow up?
- What do you like about your job?
- Where is one of your favorite vacation spots?
- When did you start working for the company?
- How can you become better at resolving conflict?

To give each partner a chance to ask the topic question, play this game in two rounds.

#### Tips:

The topic question needs to be an open-ended question. It is a good idea to discuss the difference between open- and close-ended questions and ask for some examples before starting (What sports do you like? What are your plans for the summer? What activities are your children involved in at school?).

#### **Discussion Questions:**

- 1. What did you notice during the activity?
- 2. In what ways does it take two to keep the dialogue going?
- 3. Was this activity more or less challenging than you thought it would be?
- 4. Did you improve your time during the second round?
- 5. What did you learn during the first round that allowed you to do that?
- 6. Do we usually take the time to ask questions when we're in conflict with another? Why or why not?
- 7. How might asking questions change the course of the conflict?
- 8. What are some examples of open-ended questions we could use the next time we are in a conflict situation?

#### Movies (no more than 1/day)

Discussion, Virtual Movie Club

• Questions to Ask When Watching a Film - Source: engagingmedia.info

#### **First response**

- 1. How did the film make you feel?
- 2. To what extent did it fit with your expectations, or did it change your expectations in some ways?

#### Structure

- 1. What causes the major turning points in the narrative come?
- 2. Does the world of the film work like the real world? If not, what are the differences?
- 3. How does the film end? Is everything resolved? How? If not, why not?

#### Characters

- 1. How would you describe the main characters? What are their goals? What problems do they face?
- 2. What choices do the characters make? What motivates them? What are the consequences?
- 3. What do the main characters learn about themselves, and how do they change?

#### Meaning

- 1. Whose point of view does the camera represent?
- What are the underlying themes (morality, politics, religion, sexuality, happiness, freedom, love, spirituality, identity, etc.)?

#### Worldviews

- 1. What does the film say about the nature of human beings? What does the film say about communities and families?
- 2. How do characters know what is true (experience, logic, intuition or revelation)? How do they make decisions? Where do they find wisdom?
- 3. What does goodness mean? How do characters make moral decisions? What are the characters' values, and are these the same as the film's values?
- 4. What do human beings most need in life? Does the film identify any universal problems confronting human beings? What do humans need in order to flourish?
- 5. What good insights into life are there in the film?

Movies of the Week - Source: imdb.com

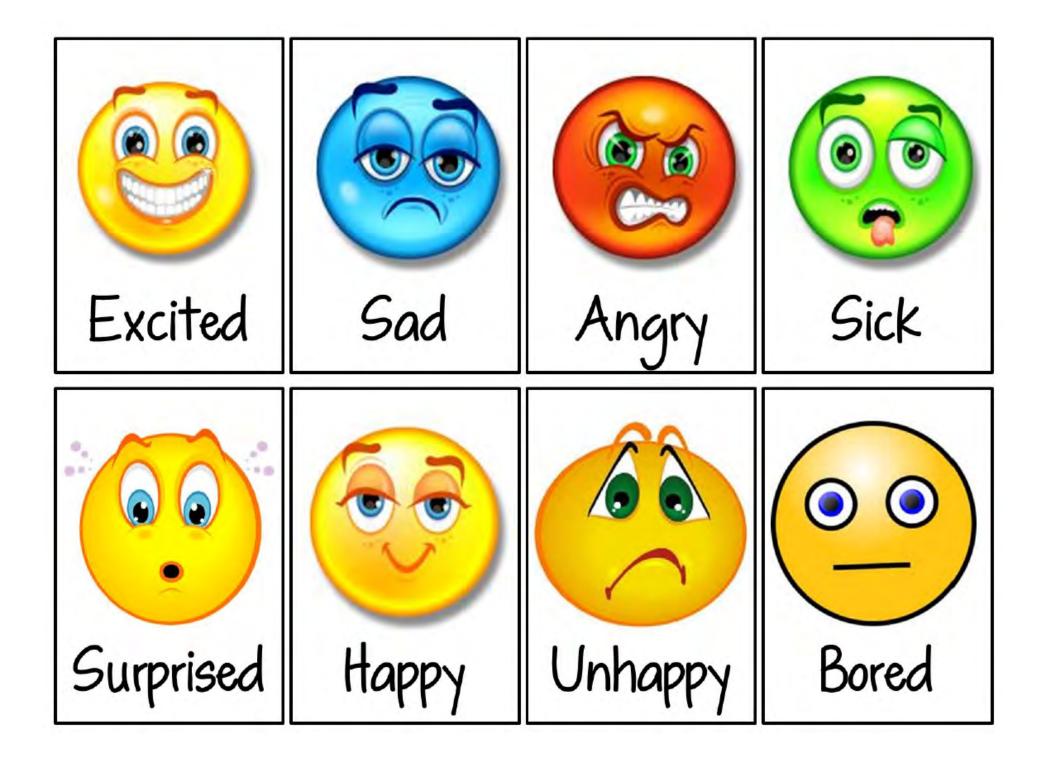
- 1. **Harry Potter and the Sorcerer's Stone (PG)** An orphan enrolls in a school of wizardry, where he learns the truth about himself, his family and the terrible evil that haunts the magical world.
- 2. **The Goonies (PG)** A group of young misfits called The Goonies discover an ancient map and set out on an adventure to find a legendary pirate's long-lost treasure.
- 3. The Call of the Wild (PG) A sled dog struggles for survival in the wilds of the Yukon.
- 4. **Dolittle (PG)** A physician who can talk to animals embarks on an adventure to find a legendary island with a young apprentice and a crew of strange pets.
- 5. **The Lion King (PG)** After the death of his father, a young lion prince flees his kingdom only to learn the true meaning of responsibility and bravery.
- 6. A League of Their Own (PG) Two sisters join the first female professional baseball league and struggle to help it succeed amidst their own growing rivalry.
- 7. **The Chronicles of Narnia: The Lion, the Witch and the Wardrobe (PG)** Four people travel through a wardrobe to the land of Narnia and learn of their destiny to free it with the guidance of a mystical lion.

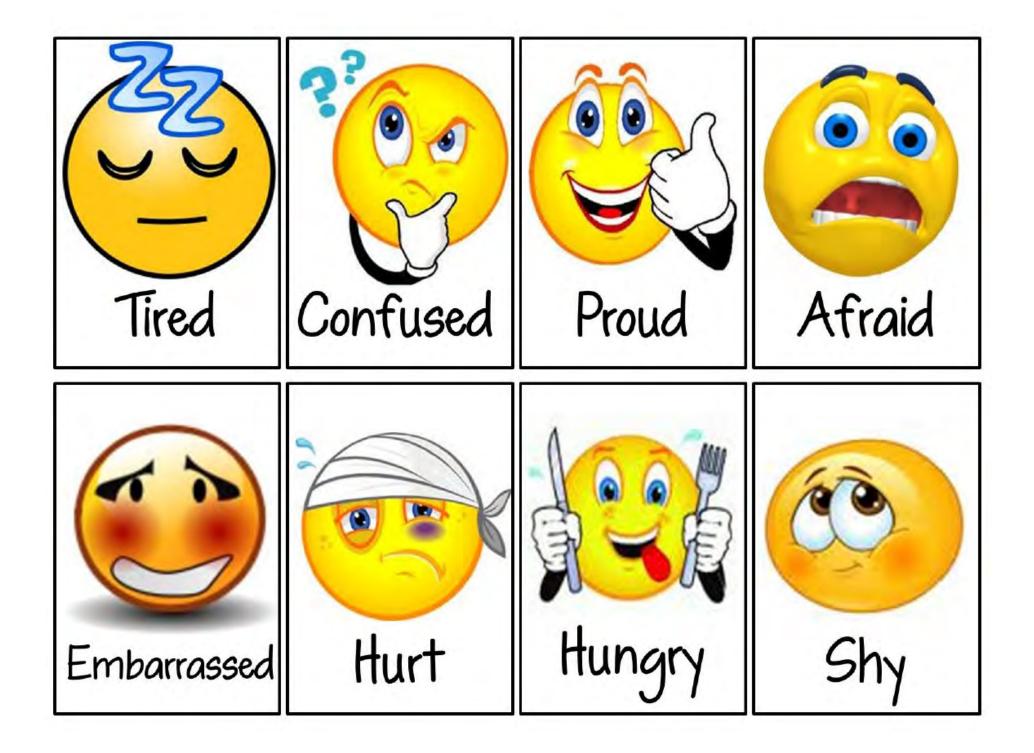
#### Gardening

Planning, Budgeting, Exercise, Following Instruction

- Always Plant Flowers in Your Vegetable Patch (SoS4) Source: msn.com
- 11 Garden Plants to Help Keep Bugs Away (SoS5) Source: trugreenmidsouth.com

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## **Communication Skills for Workplace/ Life Success**

By Alison Doyle, Updated November 16, 2019



The ability to communicate effectively with superiors, colleagues, and staff is essential, no matter what industry you work in. Workers in the digital age must know how to effectively convey and receive messages in person as well as via phone, email, and social media.

These communication skills will help you get hired, land promotions, and be a success throughout your career and life.

#### **Top 10 Communication Skills**

Want to stand out from the competition? These are some of the top communication skills that recruiters and hiring managers want to see in your resume and cover letter. Highlight these skills and demonstrate them during job interviews, and you'll make a solid first impression. Continue to develop these skills once you're hired, and you'll impress your boss, teammates, and clients.

#### 1. Listening

Being a good listener is one of the best ways to be a good communicator. No one likes communicating with someone who cares only about putting in her two cents and does not take the time to listen to the other person. If you're not a good listener, it's going to be hard to comprehend what you're being asked to do.

Take the time to practice active listening. Active listening involves paying close attention to what the other person is saying, asking clarifying questions, and rephrasing what the person says to ensure understanding ("So, what you're saying is..."). Through active listening, you can better understand what the other person is trying to say, and can respond appropriately.

#### 2. Nonverbal Communication

Your body language, eye contact, hand gestures, and tone of voice all color the message you are trying to convey. A relaxed, open stance (arms open, legs relaxed), and a friendly tone will make you appear approachable and will encourage others to speak openly with you.

Eye contact is also important; you want to look the person in the eye to demonstrate that you are focused on them and the conversation. (However, be sure not to stare at the person, which can make him or her uncomfortable.)

Also, pay attention to other people's nonverbal signals while you are talking. Often, nonverbal cues convey how a person is really feeling. For example, if the person is not looking you in the eye, he or she might be uncomfortable or hiding the truth.

#### 3. Clarity and Concision

Good verbal communication means saying just enough – don't talk too much or too little. Try to convey your message in as few words as possible. Say what you want clearly and directly, whether you're speaking to someone in person, on the phone, or via email. If you ramble on, your listener will either tune you out or will be unsure of exactly what you want.

Think about what you want to say before you say it. This will help you to avoid talking excessively or confusing your audience.

#### 4. Friendliness

Through a friendly tone, a personal question, or simply a smile, you will encourage your coworkers to engage in open and honest communication with you. It's important to be polite in all your workplace communications. This is important in both face-to-face and written communication. When you can, personalize your emails to co-workers and/or employees – a quick "I hope you all had a good weekend" at the start of an email can personalize a message and make the recipient feel more appreciated.

#### 5. Confidence

It is important to be confident in your interactions with others. Confidence shows your coworkers that you believe in what you're saying and will follow through. Exuding confidence can be as simple as making eye contact or using a firm but friendly tone. Avoid making statements sound like questions. Of course, be careful not to sound arrogant or aggressive. Be sure you are always listening to and empathizing with the other person.

#### 6. Empathy

Using phrases as simple as "I understand where you are coming from" demonstrate that you have been listening to the other person and respect their opinions. Active listening can help you tune in to what your conversational partner is thinking and feeling, which will, in turn, make it easier to display empathy.

Even when you disagree with an employer, co-worker, or employee, it is important for you to understand and respect their point of view.

#### 7. Open-Mindedness

A good communicator should enter into any conversation with a flexible, open mind. Be open to listening to and understanding the other person's point of view, rather than simply getting your message across. By being willing to enter into a dialogue, even with people with whom you disagree, you will be able to have more honest, productive conversations.

#### 8. Respect

People will be more open to communicating with you if you convey respect for them and their ideas. Simple actions like using a person's name, making eye contact, and actively listening when a person speaks will make the person feel appreciated. On the phone, avoid distractions and stay focused on the conversation.

Convey respect through email by taking the time to edit your message. If you send a sloppily written, confusing email, the recipient will think that you do not respect her enough to think through your communication with her.

#### 9. Feedback

Being able to give and receive feedback appropriately is an important communication skill. Managers and supervisors should continuously look for ways to provide employees with constructive feedback, be it through email, phone calls, or weekly status updates.

Giving feedback involves giving praise as well – something as simple as saying "good job" or "thanks for taking care of that" to an employee can greatly increase motivation.

Similarly, you should be able to accept and even encourage feedback from others. Listen to the feedback you are given, ask clarifying questions if you are unsure of the issue, and make efforts to implement the feedback.

#### **10. Picking the Right Medium**

An important communication skill is to simply know what form of communication to use. For example, some serious conversations (layoffs, resignation, changes in salary, etc.) are almost always best done in person.

You should also think about the person with whom you wish to speak, if they are a very busy person (such as your boss, perhaps), you might want to convey your message through email. People will appreciate your thoughtful means of communication and will be more likely to respond positively to you.

#### How to Make Your Skills Stand Out

1. Match your skills to the job. Analyze the job listing, paying special attention to the hard and soft skills that are highlighted in the job description. Then, personalize your resume and cover letter to match their requirements.

2. Familiarize yourself with other in-demand skills. Soft skills like communication may not get a direct nod in a job description, but they're still highly desired by hiring managers.

3. Use job interviews to your advantage. Job interviews provide an opportunity to show the hiring manager that you have the verbal communication skills necessary to succeed in a job, rather than just telling them that you do. Prepare for your interview, practice beforehand, and don't be afraid to pause before answering their questions – or to ask for clarification if you need it.

4. Don't stop when you get the job. Want to make a lasting impression on your colleagues after you're hired? Use your communication skills at work. Whether it's participating in a company meeting or talking with a client, you'll have many opportunities to show how well you communicate.

# **Conflict Management**



# Conflict is a reality of life. It can provide healthy chances for learning and growth, but if we do not know how to deal with it, it can become negative and destroy relationships. Conflict situations differ, so there is no single way of solving all conflicts.

Conflict is:

- A struggle between at least two parties who perceive incompatible goals, resources, and an interference from the other party in achieving their goals.
- The difference in opinion, values and norms that occur within: an individual, between two individuals, within a team of individuals or within an organization.

Conflict can be both negative and positive

Positive aspects of conflict:

- It allows people to voice their concerns / feelings.
- It can bring about good change.
- It is a survival strategy.
- Conflict can strengthen relationships (learn about others and yourself).
- There is a sense of achievement when conflict is resolved.

Negative aspects of conflict:

- There is a personal attack, blaming or judging.
- It leaves scars (hurts the other emotionally or mentally).
- It can become the only way to communicate one's needs.

#### Different ways of reacting to conflict

People react differently to conflict. This occurs for various reasons, e.g. personality, the situation and current stress levels amongst other factors. It is helpful to understand the different ways in which one can react to conflict:

#### Smoothing:

- Gives up own / personal goals in order to maintain the relationship at the highest possible level.
- When the goal is not important but the relationship is, e.g. when a friend feels strongly about something and you couldn't care less smoothing is a good approach.
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#### Negotiating:

- Negotiates with the aim of both parties fully meeting their goals.
- The relationship is maintained at the highest level.
- When both the goal and the relationship are important.
- Agreement satisfies both and resolves tension and negative feelings.
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#### **Compromising:**

• Handles conflict by giving up part of the goal and the relationship. Both are moderately important. E.g. sharing a study space with a peer.

#### Withdrawing:

- Gives up both the goals and the relationship and avoids the person and the issue.
- Best response if, for example, avoiding a hostile stranger.
- It is also useful to withdraw from conflict until you are in control of your feelings.

#### Forcing:

- Tries to achieve goals at all costs, demanding the other party lets them have their way.
- No concern for how much it hurts the relationship; the goal is more important than the relationship.

## **Always Plant Flowers in Your Vegetable Patch**

by Rebecca Straus, 2020-04-24



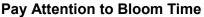
Growing veggies and flowers together in the same garden beds can boost your yield and keep your crops healthy. Here are tips to get your companion planting started.

If you're still growing flowers and vegetables on opposite sides of your yard, it's time rethink your garden plan. Companion planting flowers and vegetables in the same beds is a strategy professional growers use to boost yields and keep crops healthy, and it's easy and beneficial for beginners to do, too.

Maggie Saska, plant production specialist at the Rodale Institute organic farm, says the most important reason to grow flowers in your vegetable bed is to attract native bees and other beneficial insects. Without bees stopping by your garden to snack on nectar and swap pollen around, you're going to have a pretty disappointing crop.

Plus, planting bee-friendly flowers near your vegetables also supports struggling pollinator populations and biodiversity. You can also plant flowers specifically to attract butterflies, hummingbirds, and other desirable species.

Ready to get started? Before you order your seeds, here are five tips that Saska says are important to keep in mind when selecting flower varieties for your vegetable patch.





In order for companion planting with flowers to work, you have to select flowers that will bloom at the same time as your veggie crops. If the type you planted doesn't blossom until two weeks after your peas finish flowering, your peas are out of luck.

Seed packets will tell you how soon flowers will bloom after planting so that you can sync up your planting schedule. However, it's a good idea to plant a variety of flowers to ensure that you've got continuous blooms throughout the entire growing season.

#### **Consider Flower Shape**



attract bees or beneficial wasps. The flower's shape makes it easier or harder for different species to access the nectar and pollen. To attract bees and other pollinators, Saska recommends choosing flowers with a composite shape, like zinnias, cosmos, daisies, sunflowers, and purple coneflower.

#### Space Them Out



Sprinkle flowers throughout the garden rather than planting them in one clump. How you do it is really up to you. You can plant a row of veggies followed by a row of flowers, or you can interspace them within the same row. Consider getting strategic and using flowers to break up a row to indicate where your sweet peppers end and your hot peppers begin. Or, plant flowers to form a border around the outside of the bed.

#### Think About Height



You don't want your flowers competing with your veggies for sunlight, so choose mostly low-growing flowers. However, some crops (like lettuces) might benefit from a little shade during the summer months, so occasionally it makes sense to go with a taller variety.

#### Start Simple



Saska recommends that beginners start by working with annual flowers because they're grow easily and produce lots of blooms. You also don't have to worry about them coming up in the same spot every year if you want to change your garden design. (Get started with these annual flowers you can easily grow from seed.)

However, native perennials are one of the best ways to attract native bees, so don't omit them from your yard entirely. The Xerces Society offers a great region-byregion guide to pollinator-friendly plants (mainly perennials) and includes information on bloom time, height, and watering needs.

## 11 Garden Plants to Help Keep Bugs Away!

Published by jpaskal October 13, 2018



Do you have a green thumb? There are simple ways you can keep bugs off of your property in order to protect your family, and one of those methods is as green as green can be. Particular plants fight off bugs, and in the process you're bringing color to your backyard.

#### Here's a list that should help keep your backyard a fun, safe, and vibrant place this season:

#### Marigolds

The scent of a marigold will deter plant lice, mosquitoes, and even rabbits. Plant these in flower beds near your front or back doors, or even in your vegetable garden to keep rabbits and mosquitoes from harming your plants.

#### Chrysanthemums

This might be the best plant to deter bugs. Ants, Japanese beetles, roaches, bed bugs, spider mites, silverfish, and ticks will stay away if you have some of these around. Some bug repellents use an ingredient in this flower because of how effective it is. These flowers deter:

Ants Japanese beetles Roaches Bed bugs Spider mites Ticks Silverfish Harlequin bugs Lice

#### Mint

Mint plants can repel spiders, ants, and mosquitoes. But be careful when you plant mint because these plants spread rapidly!

#### Basil

Repel mosquitoes and houseflies with this wonderful herb. Maybe even put some plants by your backdoor to discourage them from getting inside, and have easy access to basil when you want to cook with it.

#### **Citronella grass**

Everyone knows this is an ingredient in mosquito repellents, but a lot of people don't know it's a grass. Plant this grass in gardens, or have it in planters near your doors to keep mosquitoes and flying insects from getting inside when you open the door.

#### Lavender

Gnats and mosquitoes hate a smell that so many people love. Plant it near windows and doors so the scent wafts into your home.

#### Chives

Japanese beetles and carrot rust flies won't want to stick around your property if you have chives growing.

#### Petunias

Add color to your yard while repelling asparagus beetles, leafhoppers, various kinds of aphids, tomato worms, and a variety of other pests.

#### **Bay leaves**

This plant will repel flies, and if you have a roach problem you can use these to deter roaches in your kitchen.

#### Garlic

Known for its health benefits and seasoning, garlic plants deter Japanese beetles, root maggots, carrot root flies, codling moths, and can be planted near roses to repel aphids from eating your flowers.

#### Rosemary

Rosemary will protect your vegetable plants by repelling a wide variety of bugs that will want to feed on the plants you're growing and plan to eat. Keep them back with rosemary.

#### Is Your Lawn Protected?

These plants should help you and your family enjoy your backyard with fewer bugs this year. But bugs can be clever, and they'll find ways past most defenses. If you're finding that even these plants aren't helping, or they aren't helping enough, let us know. Remember: the best way to protect your family and keep your home protected is to prevent them from getting inside in the first place.

https://trugreenmidsouth.com/blog/11-garden-plants-keep-bugs-away/

# **Safety Skills**

#### Home Safety

Evacuation, Communication, Fire Safety, Planning, Processing Information, Critical Thinking, Cooking Safety

- Home Fire Safety Checklist (SaS1) Source: nsc.org
- If a Fire Starts Source: redcross.org



#### If your clothes catch on fire: Stop what you're doing.

Drop to the ground and cover your face if you can. Roll over and over or back and forth until the flames go out. Running will only make the fire burn faster.

**THEN:** Once the flames are out, cool the burned skin with water for three to five minutes. Call for medical attention.

 Do You Know How to Operate a Fire Extinguisher? - Source: <u>https://youtu.be/VO0IXLROAzw</u> It is important for every person in your house to be confident in using a fire extinguisher. Here is a helpful information video to teach you.

#### **Self-Management Strategies**

Self-Regulation, Meditation, Practicing Skills (DBT), Medication Management

Mindfulness Breathe Boards (SaS2) – Source: teacherspayteachers.com and thepathway2success.com

Use these two breathe boards to help people practice mindfulness to help promote happiness, attention, and emotional control. By learning to first focus on our own breathing, we can begin the mindfulness practice. Using a breathe board can help learners more concretely and visually understand what it means to control our breathing.

Mindfulness means being present in the moment with your thoughts and feelings without making judgements. It is being aware of what is happening but not being overwhelmed. Coloring is one technique that helps practice mindfulness in a fun way.

#### Why Teach Mindfulness

Research has shown many positive outcomes when you practice mindfulness. People of all ages and abilities can practice. It is a great strategy for people struggling with depression, anxiety, anger, lack of attention, or other behavioral concerns.

#### How to Use

Have participants trace their finger around the shape or line of each board, breathing in and out as they go. The breathe boards can be printed and placed on a desk, in a calm down area, or anywhere else where a person might need to focus on breathing and mindfulness in the moment.

Five Minutes of Self Compassion Guided Meditation – Source: <u>https://insighttimer.com/lisaabramson/guided-meditations/five-minutes-of-self-compassion</u>

This is a short self-compassion meditation. Research by PhD Kristin Neff, suggests that giving ourselves a break and accepting our imperfections may be the first step toward better health. People who score high on tests of self-compassion have less depression and anxiety, and tend to be happier and more optimistic. Many of us were raised with the belief that we need to be hard on ourselves to get things done. Research has shown that the opposite is true. The key to getting more done is to be kind and gentle with yourself. Self-compassion actually boosts willpower.

 Journaling – Journaling helps us figure out who we are, what we need and what we want. It can help us make better decisions, and focus on the very things that support us in taking compassionate care of ourselves and others. – Source: Margarita Tartakovsky, MS – psychcentral.com/blog

#### This Week's Journaling Topics

- Write the words you need to hear.
- Write, draw or list how you feel currently during the Coronavirus pandemic.
- Quietly sit outside for 5 minutes. Listen to the sounds you hear. How do these sounds make you feel?
- Breathing Techniques Source: healthline.com

Breathing exercises don't have to take a lot of time out of your day. It's really just about setting aside some time to pay attention to your breathing. Here are a few ideas to get started:

- Begin with just 5 minutes a day, and increase your time as the exercise becomes easier and more comfortable.
- If 5 minutes feels too long, start with just 2 minutes.
- Practice multiple times a day. Schedule set times or practice conscious breathing as you feel the need.

#### This Week's Breathing Exercise

Lion's breath is an energizing yoga breathing practice that is said to relieve tension in your chest and face. It's also known in yoga as Lion's Pose or simhasana in Sanskrit.

#### To do this:

- Come into a comfortable seated position. You can sit back on your heels or cross your legs.
- Press your palms against your knees with your fingers spread wide.
- Inhale deeply through your nose and open your eyes wide.
- At the same time, open your mouth wide and stick out your tongue, bringing the tip down toward your chin.
- Contract the muscles at the front of your throat as you exhale out through your mouth by making a long "ha" sound.
- You can turn your gaze to look at the space between your eyebrows or the tip of your nose.
- Do this breath 2 to 3 times.

Here is a guided example of lion's breath and a couple of pose variations on it: <u>https://youtu.be/xdUyHPa66A4</u> Source: Yoga with Adriene

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# Home Fire Safety: Checklist

#### Is your home free of hazards?

- Check electrical appliances for loose or frayed cords. Do not place wires under rugs.
- Check for outlets overloaded with plugs; including TV, computer, stereo, and printer.
- Install GFCI (ground fault circuit interrupter) outlets in your home; especially near sources of water like your bathroom, kitchen and laundry room.
- □ Use the correct bulb wattage for home light fixtures.
- If any appliances spark, smell unusual or overheat, replace or get repaired by a professional.
- □ Lamps and nightlights should not touch any fabrics (bedspreads, drapes).
- □ Electrical blankets are unplugged when not in use. Check for frayed or loose cords and any odd smell. If a problem is detected, replace.
- □ Supervise children around the stove and microwave.
- Candles should be out of reach of children and pets, curtains and furniture. Never leave candles unattended.
- Annual inspection of furnace or heating system
- Space heaters:
  - Keep out of walking paths.
  - Keep away from children and pets.
  - Placed away from beds.
  - Newspapers, magazines, and any fabrics, including curtains, sheets, tablecloths, are a not within 3 feet of a space heater.
  - Unplug when not in use.

#### In the kitchen

- $\circ$   $\;$  Keep an eye on appliances when in use.
- Make sure appliances are turned off and unplugged when not in use.
- When using pots and pans, use the rear burners and turn the handles inwards.
- Do not wear loose clothing while cooking.

#### Fireplaces

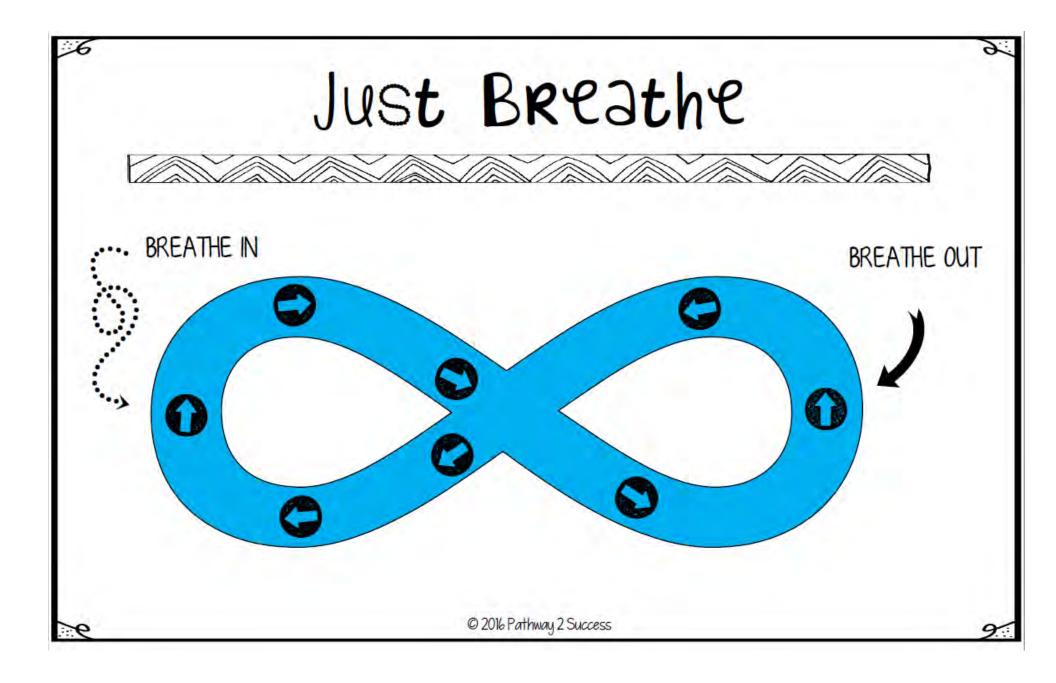
- $\circ$  Keep the fire place clean.
- Cover your fireplace with a screen.
- Only burn wood. Papers and other materials can escape while burning and ignite something nearby.
- $\circ$  The fire should be completely extinguished before leaving the room.
- Have your chimney cleaned professionally once a year.

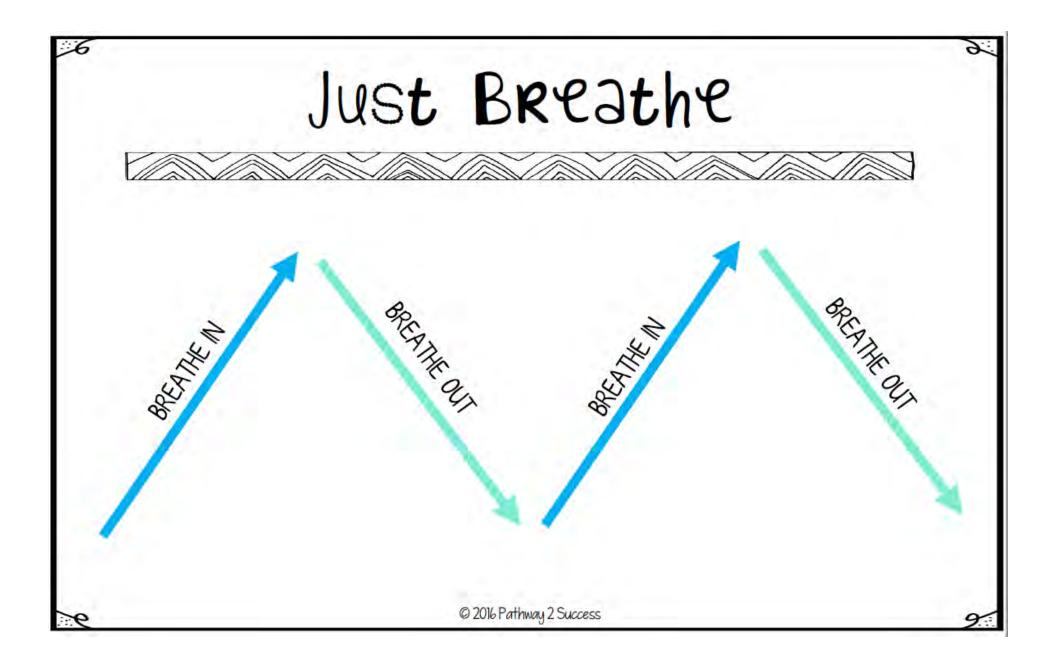


#### National Safety Council

saves lives by preventing injuries and deaths at work, in homes and communities, and on the roads, through leadership, research, education and advocacy.

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# **Decision-Making Skills**

#### Art & Crafts

Processing, Decision Making, Supply Management/Planning

- Soda Can Wind Spinner (DMS1) Source: freecraftunlimited.com
- Melted Crayon Art Tutorial (DMS2) Source: 52kitchenadventures.com
- Shadow Drawing (DMS3) Source: rookieparenting.com

#### Daily Activity Planning

Planning Day, Choice, Researching Information

- The six best tips for designing your own daily routine (DMS4) Source: open.buffer.com
- Gamify Your Life Habitica App Source: <u>https://habitica.com/static/home</u>

Habitica is a free habit-building and productivity app that treats your real life like a game. With in-game rewards and punishments to motivate you and a strong social network to inspire you, Habitica can help you achieve your goals to become healthy, hard-working, and happy.

#### Games

Decision Making, Critical Thinking

- Yahtzee Rules (DMS5) and Scoresheet (DMS6) Source: howdoyouplayit.com
- Would you Rather Questions (DMS7) Source: conversationstartersworld.com

Would you rather questions are a great way to get a conversation started in a fun and interesting way. And it's easy to get into some amazing conversations by just asking "why" after a would you rather question. You'll get some very interesting answers and probably learn a lot more about the person you are talking to.

If you've got a group, you can take turns choosing a would you rather question and asking each member of the group. If it's just two of you, you both can take turns asking would you rather questions to each other. Or you can just run down the list together answering them all together.

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# Soda Can Wind Spinner



#### **Materials**

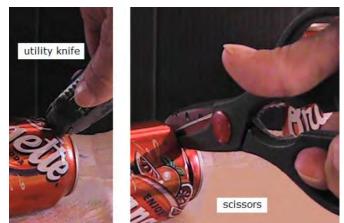
- 2 clean aluminum drink cans
- 9" piece of stiff wire
- 6 pony beads (or similar)
- kitchen scissors (or the equivalent)
- utility knife (optional)
- needle-nose pliers
- awl (or nail and hammer)
- 8-1/4" x 2-1/2" piece of paper (template)
- ruler
- fine tip felt marker

#### **Directions:**

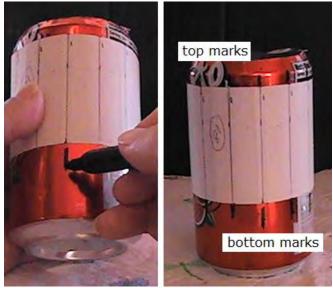
Using an awl or nail and hammer, punch a hole dead center in the bottom of each can.



Cut the top off each can just above the bend where it narrows. You can either cut it off using a utility knife or punch a starting hole and cut the top away using scissors.



Place lines on the piece of paper that are 5/8" apart (you should wind up with 13 segments that are fairly equal). Wrap the template around one of the cans and place marks all the way around top and bottom. Repeat the process with the second can. NOTE: We only used a heavy black marker so the lines were clearly visible for these instructions. You'll want marks that are less visible or can be easily wiped off.



Using your top and bottom marks as a guide, cut slits from the top edge to within 1/4" from the bottom. This will give you 13 "spokes" on each can.



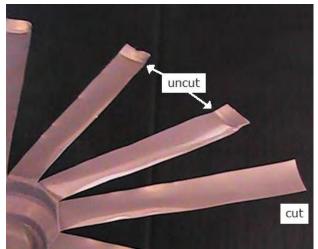
Fan each of the spokes outward and down. If you press your thumb against the bottom of each spoke before bending them with your other hand, it will help prevent the metal from crimping.



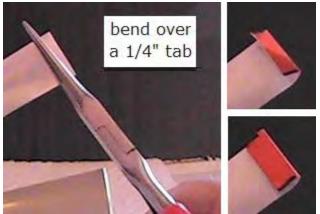
Here's what you should have when you're done fanning the spokes.



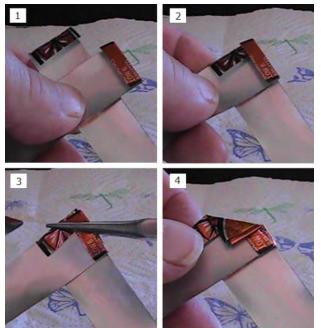
Cut away the excess metal at the end of each spoke where the can originally narrowed at the top.



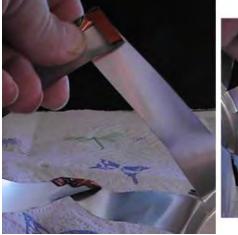
Use the pliers to fold over the end of each spoke (about 1/4" will do). Flatten each fold slightly.



Overlap the end of a spoke from one can with the end of a spoke from the second can (figure 1 below). Slide the corners together (figure 2). Holding firmly with the fingers of one hand, use the pliers to bend the corner over (figures 3 and 4). Use the pliers to crimp the folded corner down tight.



Moving up to the next spoke on each can, overlap the ends and then bend and crimp down the corner just like you did above.



Repeat the process all the way around until all the spokes of one can are joined to the spokes of the other.



Bend a small loop at one end of the stiff wire.



Thread 3 beads onto the wire and then run the wire through the holes in both cans from bottom to top.



Place the three remaining beads onto the wire and attach one of the soda can tabs to the end. That's it. Your soda can wind spinner is now ready to hang wherever your like!

If you'd like to stack two or three spinners, use soda can tabs to join the wires of one spinner to another.

https://www.freecraftunlimited.com/soda-can-wind-spinner.html

### **Melted Crayon Art Tutorial**

September 12, 2011





#### **Supplies Needed:**

canvas hot glue gun and glue sticks a hair dryer lots of crayons newspaper

\*Please note- to save money on canvas, instead of paying full price, I just paint already used canvas' white that I find or are given to me.

**Step 1:** Pick out the colors you want to use and line them up until you run out of space.



(It is up to you if you want to keep the paper on the crayon, or take it off. Either way is fine)

**Step 2:** Using a glue gun, make a line of glue across the crayons (if you want a certain part showing, like the label, be careful to put the glue on the opposite side). Quickly place onto canvas in a line, as shown below, with tips facing down.





**Step 3:** Line your floor with newspaper, place the canvas against the wall, and get your blow dryin' on. I started out on high and warm settings on mine, and alternated with low at certain points. You have to experiment a little to see how your hair dryer works with melting the wax. It sometimes splatters a little, so be sure to cover the floor and surrounding wall, and



turn to a lower setting if needed.

concentrate on one area at a time, working my way across the canvas. It takes 5-10 minutes on each area, with 4-5 areas across this 20" canvas. Aim the heat right at the mid to bottom of the crayons (where the tips are). Once the wax starts melting, move the dryer around as needed to prevent splattering and get wax to go straight down.



It took me about an hour to make it across the canvas, getting all the colors to melt sufficiently. Oddly, some colors melt much faster than others – any chemists out there know why? Yellow is particularly slow.

**Step 4 (optional):** After getting all the colors to melt, I went back over certain colors that I wanted to go further down the canvas.



http://www.52kitchenadventures.com/2011/09/12/melted-crayon-art-tutorial/

# Shadow Drawing - Light and Shadow Experiment



This art experiment has the artists observing the different (funny) shapes created by sunlight at different time of the day.

\*Please note- the sun directly can permanently damage your eyes.

#### Materials:

Items to draw (toy animals, statues, fruit, flowers, etc.) paper

marker pencil Colored pencils

#### Instructions:

- 1. Choose a time to do this experiment. Do this in early morning or late afternoon.
- 2. Put on sunscreen and wear sunglasses.
- 3. Place the items on the paper.

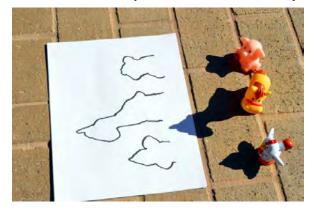
4. Using the marker or pencil, trace the outline of the shadows on the paper.

5. Optional- Use the colored pencils to color in your drawing.



#### Notes:

Do the shadow stay the same? How do they change with time?



Are the shadows larger, the same size or smaller than the toys?

When you rotate the toys, what happens to the shadows?

### Our 6 best tips for designing your own routine

by Belle Beth Cooper, Originally written Feb 28, 2018, updated Oct 5, 2018

#### design a routine:

If you're ready to get started on your own awesome routine, here are some tips to get you started.

#### 1. A good breakfast can still be fast and easy

This is a great suggestion from Lifehacker which can help you get your morning routine going. If you struggle to eat breakfast every day because it's too much effort or takes too long, this one's for you.

Preparing your breakfast the night before by getting out the dishes you'll need or cutting up fruit pieces can save you time the next morning. You might want to opt for a simple meal like cereal to save time and effort as well.

If something more time-intensive like oatmeal is your thing, you can make breakfast for the whole week in 5 minutes – perfect for a Sunday night before your week starts.

Here are some other fast, easy breakfast recipes you could try: Dressed-up yogurt Oatmeal muffins No-bake oatmeal breakfast bars Mason jar parfait Frozen fruit smoothie Omelette-in-a-pita

#### 2. Do creative work for when you're tired

# 6 tips for designing a daily routine

1. A good breakfast can still be fast and

easy

2. Save creative work for when you're

tired

- 3. Have an alarm to tell you when to go to
- sleep and when to wake
- 4. Switch yourself off at night the "zero
- notifications" method
- 5. Develop a morning routine you keep
- on weekends, too
- 6. Track your habits to understand
- yourself better

Our bodies have built-in clocks that determine the best times for us to eat, sleep, exercise and work. You might not have the flexibility to do everything at the right time for you, but try listening to your body clock as much as you can.

If you do better creative work at night, for instance, try to put creative tasks off during the day and schedule more admin or analytical tasks for your mornings.

If you find, that exercising is best for you in the middle of the day, you could try doing this during your lunch break or taking a mid-afternoon break from work and hanging back a little later in the evenings.

#### 3. An alarm to wake you up might not be enough – have one to tell you to go to sleep

Most of us have alarms to wake us up in the mornings but we all-too-easily stay up later than we plan to. Having an alarm to remind us when it's bedtime can be a great help in sticking to a regular routine for sleep.

In Eric Barker's experiments with sleep, he found that setting an alarm to tell him when to go to bed was even more effective than one to get him up in the mornings.

To get you ready to wake up fresh and rested the next day, try simulating natural sleeping patterns as much as possible. An alarm clock like this that simulates sunrise, or even a gentle alarm sound like birds chirping can help you wake up more gently in the morning. Making your bedroom pitch-black and keeping the temperature low (and consistent) can also help with a more restful sleep.

# 4. Switch yourself off at night to sleep better – the "zero notifications" method

We're pretty fond of hacking and experimenting with our routines at Buffer, but a nightly winddown routine is one we pay particular attention to. Many of us have found that this makes a big difference to how much—and how well—we sleep.

**Disengage:** An activity to allow total disengagement from the day's work. This is a wind down period, and allows you to evaluate the day's work, think about the greater challenges, gradually stop thinking about work and reach a state of tiredness.

**Avoid re-engaging**: After the activity, go straight to bed. Be sure that all devices are in a separate room to the one you sleep (and slient). Once in bed, do not read books which are related to your work in any way. For me, this means reading fiction.

You might want to try a walk, or some quiet reading time. Other great wind-down activites include meditation, drinking tea, sitting quietly, stretching and taking a bath.

And since light of any kind, including backlit screens like our computers and phones affect our sleep patterns negatively, try avoiding these for a while before you go to sleep.

#### 5. Develop a morning routine that you keep on weekends too

Building up a habitual morning routine can help you to start your day in the best way.

#### 6. Track your habits to understand yourself better

It takes time and effort to track everything you over a day. I recently started tracking my weekday activities and noticed that remembering to track each activity is the hardest part for me.

Having said that, if you can put in the effort for a few days, you might find the insights you need to improve your daily routine. Understanding how you live right now can help you to work towards how you want to live.

With habits especially, it's good to follow Richard Branson's advice and start something before you feel ready. It's one of the most powerful things that has helped him succeed.

# Yahtzee Rules: How Do You Play Yahtzee?

#### Game Overview:

Any number of players take turns rolling up to five dice, picking and choosing which of the five to keep and which to reroll in an attempt to create sequences and score points.

#### Game Setup:

Each player rolls the five dice to determine who goes first (highest total goes first). On your turn you may roll up to three times, and you may pick and choose which dice you wish to reroll after the initial roll. You may interrupt and end your turn at any time before the third roll, but you must fill in a box on your score card: with either a zero, or, if your dice match a specific sequence worth points, you may write that in instead of a zero. You may fill in any single box you wish and use any sequence of dice you wish that are shown on your final roll.

Once one player has finished their turn by marking something on their score card, the next player begins their turn. This continues until all players have filled in all 13 boxes on their score card and a final point tally is taken, with the highest score revealing the winner.

#### Scoring/Winning:

Aces -Add up the value of all dice showing 1 Twos-Add up the value of all dice showing 2 Threes-Add up the value of dice showing 3 Fours-Add up the value of dice showing 4 Fives- Add up the value of dice showing 5 Sixes-Add up the value of all dice showing 6

\*Players earn an additional 35-point bonus points if they have at least 63 points total in the above categories.

3 of a Kind – Value of three of the same number + add the value of the remaining dice 4 of a Kind – Value of four of the same number + add the value of the remaining die Full House – Pair + Three of a kind is worth 25 points Small Straight – Sequence of four dice is worth 30 points Large Straight- Sequence of five dice is worth 40 points Yahtzee – Five of the same number is worth 50 points Chance – Sum total of all five dice

#### **Special Scoring Rules:**

If you've already scored a Yahtzee you score an additional 100 points for each Yahtzee beyond the first and apply the Joker Rules.

If you zeroed out your Yahtzee then only the Joker Rules apply; you must fill in a slot on your scorecard starting with the upper section first.

#### Joker Rules:

Joker rules are a special scoring exception for additional Yahtzee's that cannot score normally due to the Yahtzee already being zeroed out or scored.

If you have an open space in the upper section of your scorecard (numbers one to six and chance) you add up the total sum of all of the dice. If the upper section is filled in already you must fill in the lower section of your score card as follows:

Three of a kind and four of a kind = sum of all five dice Full house = 25 points Small straight = 30 points Large straight = 40 points

https://howdoyouplayit.com/yahtzee-rules-play-yahtzee/



PLAYER'S NAME:

#### **UPPER SECTION:**

MINIMUM RE	EQUIRED FOR	HOW TO SCORE	GAME #1	GAME #2	GAME #3	GAME #4	GAME #5	GAME#6
Aces	• • • = 3	COUNT AND ADD ONLY ACES						
Twos	••••=6	COUNT AND ADD ONLY TWOS						
Threes	••• •• = 9	COUNT AND ADD ONLY THREES						
Fours	=12	COUNT AND ADD ONLY FOURS						
Fives	<b>•• •• ••</b> =15	COUNT AND ADD ONLY FIVES						
Sixes	=18	COUNT AND ADD ONLY SIXES						
TOTAL	= 63	+						
Bonus	IF 63 OR OVER	SCORE 35						
TOTAL	OF UPPER HALF	+						

#### LOWER SECTION:

3 of a kind	ADD TOTAL OF ALL DICE			
4 of a kind	ADD TOTAL OF ALL DICE			
Full house	SCORE 25			
Sm. Straight Sequence of 4	SCORE 30			
Lg. Straight Sequence of 5	SCORE 40			
YAHTZEE 5 OF A KIND	SCORE 50			
Chance	SCORE TOTAL OF ALL 5 DICE			
TOTAL OF LOWER HALF	+			
TOTAL OF UPPER HALF	-			
GRAND TOTAL	<b>→</b>			



PLAYER'S NAME:

#### UPPER SECTION:

MINIMUM RE	EQUIRED FOR	HOW TO SCORE	GAME #1	GAME #2	GAME #3	GAME #4	GAME #5	GAME#6
Aces	• • • = 3	COUNT AND ADD ONLY ACES						
Twos	••••=6	COUNT AND ADD ONLY TWOS						
Threes	•••••=9	COUNT AND ADD ONLY THREES						
Fours	::::::::=12	COUNT AND ADD ONLY FOURS						
Fives	<b>:: :: ::</b> =15	ADD ONLY FIVES						
Sixes	=18	ADD ONLY SIXES						
TOTAL	= 63	+						
Bonus	IF 63 OR OVER	SCORE 35						
TOTAL	OF UPPER HALF	+						

#### LOWER SECTION:

3 of a kind	ADD TOTAL OF ALL DICE			
4 of a kind	ADD TOTAL OF ALL DICE			
Full house	SCORE 25			
Sm. Straight Sequence of 4	SCORE 30			
Lg. Straight Sequence of 5	SCORE 40			
YAHTZEE 5 OF A KIND	SCORE 50			
Chance	SCORE TOTAL OF ALL 5 DICE			
TOTAL OF LOWER HALF	-			
TOTAL OF UPPER HALF	-			
GRAND TOTAL				

### **Would You Rather Questions**

Would you rather see what was behind every closed door or be able to guess the combination of every safe on the first try?

Would you rather have to read aloud every word you read or sing everything you say out loud?

Would you rather live without hot water for showers/baths or live without a washing machine?

Would you rather live on the beach or in a cabin in the woods?

Would you rather have edible spaghetti hair that regrows every night or sweat (not sweet) maple syrup?

Would you rather give up bathing for a month or give up the internet for a month?

Would you rather be a famous director or a famous actor?

Would you rather have someone impersonating you and doing really amazing things that you get the credit for or find money hidden in weird places all around your house every day but you can't figure out where the money comes from or how it keeps getting there?

Would you rather go back to age 5 with everything you know now or know now everything your future self will learn?

Would you rather go to jail for 4 years for something you didn't do or get away with something horrible you did but always live in fear of being caught?

Would you rather be unable to move your body every time it rains or not be able to stop moving while the sun is out?

Would you rather super sensitive taste or super sensitive hearing?

Would you rather live your entire life in a virtual reality where all your wishes are granted or just in the normal real world?

Would you rather have a completely automated home or a self-driving car?

Would you rather never have a toilet clog on you again or never have the power go out again?

Would you rather travel the world for a year all expenses paid or have \$50,000 to spend on whatever you want?

Would you rather always be able to see 5 minutes into the future or always be able to see 100 years into the future?

conversationstartersworld.com/would-you-rather-questions/

# **Weekly Program Activity Resource Guide**

# **Nutrition & Healthy Lifestyle**

#### Exercise

Health & Wellness, Motor Planning, Self-Regulation, Range of Motion

- Stay Healthy Exercise (NHL1) Source: douglascountyhealth.com
- DIY Home Exercise Equipment Projects -<u>https://www.bigdiyideas.com/40-diy-home-exercise-equipment-projects/</u> Want to work out at home but don't have exercise equipment. Don't fear, you can make the equipment with simple household items.

NOTE: All links in this section are new this week for each exercise type.

- Tai Chi
  - Standing Tai Chi Calisthenics: <u>https://youtu.be/yGeOQuN-0PE</u>
  - Tai Chi Warm Up: https://ymca360.org/on-demand/category/20/videos/59
  - Tai Chi Exercise at your Desk: <u>https://youtu.be/nbKB554MY\_Y</u>
- Online Yoga Classes
  - Yoga Flow with Sue YMCA of the Seacoast: <u>https://youtu.be/s4PqiDDwt7s</u>
  - Yoga with Kiesha Deep Stretching: <u>https://ymca360.org/on-demand/category/22/videos/133</u>
  - Chair Yoga with Janice (All Sitting): https://ymca360.org/on-demand/category/22/videos/103
- Zumba
  - Zumba Basic Steps Breakdown and Tips for Beginners: https://youtu.be/irptqdkJ1IU
  - Full Zumba Class: <u>https://youtu.be/U5WlpygokYU</u>
  - Basic Zumba Steps for Quick Weight Loss | Fitness: <u>https://youtu.be/o5soep1e8lk</u>

#### **Online Hiking Guides**

With hiking trails closing daily, if you want to get out for a hike, check out one of these NH outdoor trail websites:

#### **Our Best Picks:**

https://www.trailfinder.info/trails-and-covid-19 https://www.nhstateparks.org/covid-19 https://stayworkplay.org/play/hiking-and-walking-trails-new-hampshire/ https://www.visit-newhampshire.com/state/walking-and-hiking/

#### This week's hiking activity:

• Sit and Watch – Source: <u>https://www.liveabout.com/fun-activities-for-hikers-1766200</u>

"Getting somewhere" is one of the biggest reasons we hike, right? But sometimes just getting outside -- and really being there -- is enough of a destination.

Try this and see what you think: Instead of hiking to a specific place, just hit your favorite trail and find a place -- preferably off the trail -- to sit and watch. You might be amazed by just how much nature goes quiet when you pass by, and how much of it comes spilling back in if you take the time to sit, watch, and listen.



# **Weekly Program Activity Resource Guide**

#### Please note:

- Before exploring the trails, double check to see if they are open as things change daily due to COVID-19
- Follow social distancing practices. Make sure to stay at least 6 feet apart from people and keep your hands to yourself.



#### **Meal Preparation**

Sanitation, Healthy Choices, Healthy & Wellness, Planning

- Ways to meal prep (NHL2) Source: healthline.com
- Make a Shopping List (NHL3) healthline.com

Grocery shopping can be a big time waster.

- To cut in half the time you spend in the grocery store, keep a detailed grocery list organized by supermarket departments. This will prevent doubling back to a previously visited section and accelerate your shopping.
- Limiting grocery shopping to once per week and making use of a grocery delivery service are two additional ways to spend less time shopping.

#### Cooking

Cooking safety, chopping, utilizing appliances

Is your kitchen too hot to handle? – Source: <u>https://youtu.be/Vrunn1PZBuk</u>

This informational video presents valuable information in regards to kitchen fires.

- Common Appliance Safety Hazards (NHL4) Source: safewise.com
- 30 Minute Dinners Source: <u>https://www.foodiecrush.com/30-dinners-to-make-when-theres-no-time-to-cook/</u>
   Want to eat healthy, but don't have the time, or energy? Check out this website to get quick and healthy meal ideas.

#### **Self-Regulation Skills**

Practicing Self-Regulation Skills (DBT), Meditation

- Yoga with Melissa Guided Meditation: <u>https://ymca360.org/on-demand/category/22/videos/137</u>
- DBT Workbook (NHL5) Source: RecTherapyToday.com

#### Self-Care

Medication, Activities of Daily Living, Proper Handwashing, Bathroom, COVID-19 Sickness

- Five Tips for Medication Management (NHL6) Source: vivalife.care
- What You Need to Know About Handwashing Poster (NHL7) Source: cdc.gov and https://youtu.be/d914EnpU4Fo
- Health and Wellness Word Find (NHL8) Source: wordmint.com
- Self-Care Bingo (NHL9) Source: aanmc.org
- COVID-19 Symptoms (NHL10) Source: World Health Organization

#### Housekeeping

Following Instruction, Communication

- Green Cleaning Methods (NHL11) Source: aces.nmsu.edu
- 10 Cleaning tools Everyone Should Own (NHL12) Source: housewifehowtos.com

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Supported in part by Community Support Network, Inc. in collaboration with the UNH Institute on Disability

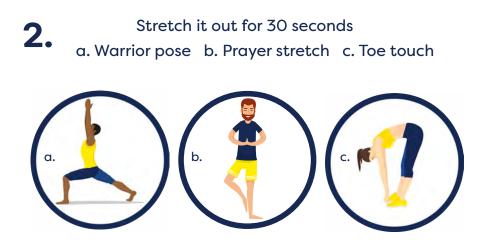


# Exercise

Exercise daily at home or with an appropriately socially-distanced activities.



Get outside and walk for 15-20 minutes (just keep a six foot distance from people who don't live with you)





Find exercise equipment that you may have at home

- a. Jump rope, hula hoop, foam roller, resistance bands
- b. Water jugs, large bags of animal food, sauce jars

#### **Resources:**

For at home workouts (bodyweight): https://www.self.com/gallery/best-at-home-workouts-bodyweight Other Stretches: https://www.self.com/gallery/essential-stretches-slideshow For beginner yoga: https://www.nytimes.com/guides/well/beginner-yoga



www.douglascountyhealth.com

# **Different Ways to Meal Prep**



You may think that cooking meals for the week ahead will consume a big chunk of your weekend.

However, because there are various ways to meal prep, you don't have to stand in the kitchen for an entire Sunday afternoon. Everyone can find a suitable meal preparation style.

#### The most popular ways to meal-prep include:

<u>Make-ahead meals</u>: Full meals cooked in advance which can be refrigerated and reheated at mealtimes. This is particularly handy for dinnertime meals.

<u>Batch cooking:</u> Making large batches of a specific recipe, then splitting it into individual portions to be frozen and eaten over the next few months. These make for popular warm lunch or dinner options.

<u>Individually portioned meals</u>: Preparing fresh meals and portioning them into individual graband-go portions to be refrigerated and eaten over the next few days. This is particularly handy for quick lunches.

<u>Ready-to-cook ingredients:</u> Prepping the ingredients required for specific meals ahead of time as a way to cut down on cooking time in the kitchen.

The method that will work best for you depends on your goals and daily routine.

For instance, make-ahead breakfasts might work best if you're looking to streamline your morning routine. On the other hand, keeping batch-cooked meals in your freezer is particularly handy for those who have limited time in the evenings.

The different meal-prepping methods can also be mixed and matched depending on your own circumstances. Start by choosing the most appealing method, then slowly experiment with the others to determine what suits you best.

#### SUMMARY

There are many ways to meal prep, depending on your goals, schedule and meal preferences. Some options include making large batches to be frozen, full meals to be refrigerated and separate portions to be combined as you see fit. GROCERY LIST

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husymommymedia.com



Written by Rebecca Edwards, Updated April 19, 2017

Appliances are all around our home, but we don't often recognize their potential safety hazards. Fortunately, you don't have to rely on professional inspections or go off the grid to keep your home and family safe.

Instead of racking up hefty bills or packing up and heading for the hills, use this appliance safety guide to make sure you're informed about common safety hazards and how to protect against them.

#### Refrigerator

The refrigerator is an appliance that we take for granted. We're so used to its presence that it's easy to forget about regular maintenance and safety inspections, but these actions are crucial for keeping you and your family safe.

#### Common Refrigerator Safety Hazards:

Fire Foodborne illness Tipping

#### What to Look for in Your Fridge:

Keep an eye out for dust and lint, which often gather behind and under refrigerators. This buildup can increase the risk of hazards around the electrical components. Exposed wires, which can result from accidentally rolling over the cord, can also present an electrical fire hazard.

The fridge may tip if people hang on refrigerator door handles, which can cause them to become trapped under the fridge. Another danger lurking in the fridge is foodborne pathogens, like E. coli and salmonella, which can survive even in refrigerator temperatures.

#### How to Maintain Refrigerator Safety:

Avoid these common refrigerator safety hazards by regularly cleaning behind and underneath your fridge. Gently remove dust and lint, and be careful of the cord if you move the fridge to clean. Keep the coils of your refrigerator clean to avoid possible compressor failure and minimize fire risk.

Prevent your fridge from falling over by tethering it to the wall with an appliance anchor. Before installing any anti-tip brackets or straps, make sure they are compatible with the make and model of your refrigerator.

Make cleaning and disinfecting the inside of the fridge part of your routine every time you stock up on groceries. It's easy to wipe down shelves and drawers with disinfecting wipes like those

by Clorox or Lysol. There are also a number of natural cleaners you can use that provide the same protection without causing damage to the environment.

#### Dryer:

Whether you have an electric or gas dryer, there are potential safety hazards that come with the convenience of those soft, dry clothes.

#### **Common Dryer Safety Hazards:**

Fire Carbon monoxide poisoning Gas leaks

#### What to Look for in Your Dryer:

Collected dust and lint become a fire hazard if allowed to remain inside vents and hoses. Regularly inspect your dryer vents and lint filters for buildup. Examine the ductwork and exhaust hoses attached to the dryer to identify lint that has bypassed the screen.

Loose hoses, seals, and connections can lead to gas and carbon monoxide leaks. If your dryer uses gas, pay attention for gas smells when you open the door or when the dryer is running.

#### How to Maintain Dryer Safety

Always clean out the lint screen before using the dryer. You should also conduct a thorough cleaning of the vents and duct system at least twice per year. Make the job easier by using a dryer duct cleaning kit.

If you have an electric dryer, you need to use a 220v grounded outlet to minimize the risk of fire. Always keep chemicals, rags, loose papers, and other flammable items away from both gas and electric dryers. If you must store things near the dryer, install a shelf or cabinet that fits above the washer and dryer to keep fire hazards at a minimum.

#### Water Heater

Nothing beats a hot shower or easy access to water that's warm enough to clean our dishes and clothes—but these luxuries come with some measure of risk.

#### **Common Water Heater Safety Hazards:**

Carbon monoxide poisoning Gas leaks Explosion Fire

#### What to Look for in Your Water Heater

Nearly every hot water heater risk is a result of poor venting or excessive pressure buildup. Poorly connected vents can lead to carbon monoxide and natural gas leaks, which is a huge risk to your pets and family. Make sure vents are the same diameter as the draft diverters that leave the tank, and look for vents that go up and out of the tank, never down. Direct vents should go straight out a side wall.

Every water heater has a pressure/temperature relief valve to help prevent an explosion. If your water heater gets too hot, or too much pressure builds up, it could explode, damaging your home and creating a huge risk of fire and gas and carbon monoxide poisoning. In the next section, we explain how to find and test the pressure valve.

#### How to Maintain Water Heater Safety

Ensure that vents are securely fixed by using at least three screws for sections that are crimped and connected to one another. If you have concerns about natural gas leaks, you can perform a quick gas safety check. Smell for the scent of gas and examine the flame in the pilot light. It should be mostly blue. If there is too much orange, it's a sign that there may be a gas leak. To protect your family against carbon monoxide leaks, the best thing to do is install a carbon monoxide detector.

To stay safe from excessive temperature and pressure, you should test the relief valve at least once per year. Typically, all you have to do is pull up the handle on the valve. Water should freely flow when the valve is open and promptly stop when you close it. If no water comes out, water won't stop running, or you notice drips, the valve probably needs to be replaced.

#### **Microwave**

Microwaves changed the face of cooking for a whole generation of families, making it easier for busy, working people to provide hot meals in less time. However, because microwaves use radiation to cook food, there have long been concerns about the potential risks of using this modern convenience.

#### **Common Microwave Safety Hazards**

Radiation exposure Electrical hazards

#### What to Look for in Your Microwave

For limited exposure to radiation from your microwave, you want to make sure that the door seal and lock work well. Be wary if the door doesn't seal tightly or if you notice any warping. Sparks during operation can be another sign that something is wrong with a seal or that a vent may be blocked by grease or other food byproducts.

Radiation and electrical problems can also stem from a broken or damaged stirrer, which makes sure the energy is evenly distributed around the machine. This means that microwave energy would be concentrated in one area of your microwave, rather than evenly distributed. This can be caused if there is something wrong with the stirrer belt or the fan.

#### How to Maintain Microwave Safety

Always clean your microwave after use. Don't let food waste or splattered grease and oils build up.

If you fear that there is a problem with any part of your microwave, contact a qualified professional to get to the bottom of things. Because microwaves can deliver a shock even if they are unplugged, your best bet to stay clear of electrical hazards and radiation exposure is to bring in a pro. If you're having doubts about the safety of your microwave, it's best to properly dispose of the suspect and pick up a new one.

Keeping your home and family safe is a crucial part of providing a clean, healthy living environment. The appliances we rely on every day are easy to overlook when conducting a home safety inspection, but they need to have a permanent spot on your safety checklist. Use this appliance safety guide to help you get started.

https://www.safewise.com/blog/appliance-safety-hazards-prevent/

# V is for Validate Their Emotions

What is this person feeling?

How you can tell they are feeling this way?

How can you communicate to them in a way that lets them know that you understand their thoughts, feelings, and emotions? Note – you might not agree with their thoughts or feelings. However, you can accept that they are a real person and their current emotions are real to them.

How will validating their thoughts and feelings improve your relationship with them?



# **E is for Be Easy-Going**

How can you be easy-going with other people?

What are the problems with being difficult?

How can being easy-going help you to improve relationships with others?



# DEARMAN

# How to ask for what you want

Describe the facts:

Express your feelings:

Ask for what you want:

Reinforce the benefits for what this is good

Mindful – stay focused on this one topic

Act confident – be confident

Negotiate: what can I do to get a yes? (if they answer no).



# DEARMAN How to refuse a request

Describe the facts:

Express your feelings:

Ask for what you want or tell what you do not want to do

Reinforce the benefits for what this is good

Mindful – stay focused on this one topic

Act confident – be confident

Negotiate: I understand you want me to do something and I don't want to do it. How can we solve this problem?



# **For Medication Management**



# Understand the Medication

Do your own research. Know the name of the medication you or your patient is taking, the dosage, possible side effects and why it has been prescribed.





# **Keep Medical Records**

Keep a written history of all medications and dosages, immunizations, surgeries, allergies, and a family health record.



### **Be Health-Conscious**

Inform your doctor about your eating habits, alcohol consumption, smoking, or any other drug use. Make the best choices you possibly can to reduce risk of complications.



# **Follow the Directions**

Following the directions for medication prescriptions will increase effectiveness. Make sure that you or your patient takes the appropriate dosage and at the correct time. In terms of complications, certain foods and other drugs should be avoided while taking some prescriptions.





# Watch for Changes

Be aware of any social, sleeping, work, or diet changes that you or your patient experiences on new medications. Symptoms and side effects can be minor and disappear within a few weeks or they can continue and present severe issues.

# Handwashing at Home, at Play, and Out and About



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Centers for Disease Control and Prevention National Center for Emerging and Zoonotic Infectious Diseases Germs are everywhere! They can get onto your hands and items you touch throughout the day. Washing hands at key times with soap and water is one of the most important steps you can take to get rid of germs and avoid spreading germs to those around you.

# How can washing your hands keep you healthy?

Germs can get into the body through our eyes, nose, and mouth and make us sick. Handwashing with soap removes germs from hands and helps prevent sickness. Studies have shown that handwashing can prevent 1 in 3 diarrhea-related sicknesses and 1 in 5 respiratory infections, such as a cold or the flu.



# Handwashing helps prevent infections for these reasons:



People often touch their eyes, nose, and mouth without realizing it, introducing germs into their bodies.



Germs from unwashed hands may get into foods and drinks when people prepare or consume them. Germs can grow in some types of foods or drinks and make people sick.

Germs from unwashed hands can be transferred to other objects, such as door knobs, tables, or toys, and then transferred to another person's hands.

# What is the right way to wash your hands?

- 1. Wet your hands with clean running water (warm or cold) and apply soap.
- 2. Lather your hands by rubbing them together with the soap.
- 3. Scrub all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song twice.
- 4. Rinse your hands under clean, running water.
- 5. Dry your hands using a clean towel or air dry them.

# When should you wash your hands?

Handwashing at any time of the day can help get rid of germs, but there are key times when it's most important to wash your hands.

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal feces (poop)
- After touching garbage
- If your hands are visibly dirty or greasy

# What type of soap should you use?



You can use bar soap or liquid soap to wash your hands. Many public places provide liquid soap because it's easier and cleaner to share with others. Studies have not found any added health benefit from using soaps containing antibacterial ingredients when compared with plain soap. Both are equally effective in getting rid of germs. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

# How does handwashing help fight antibiotic resistance?

Antibiotic resistance occurs when bacteria resist the effects of an antibiotic – that is, germs are not killed and they continue to grow. Sicknesses caused by antibiotic-resistant bacteria can be harder to treat. Simply using antibiotics creates resistance, so avoiding infections in the first place reduces the amount of antibiotics that have to be used and reduces the likelihood that resistance will develop during treatment. Handwashing helps prevent many sicknesses, meaning less use of antibiotics. Studies have shown that handwashing can prevent

**1 in 3** 

diarrhea-related sicknesses and

1 in 5

respiratory infections, such as a cold or the flu.

For more information and a video demonstration of how to wash your hands, visit the CDC handwashing website:

# www.cdc.gov/handwashing

# Health & Wellness

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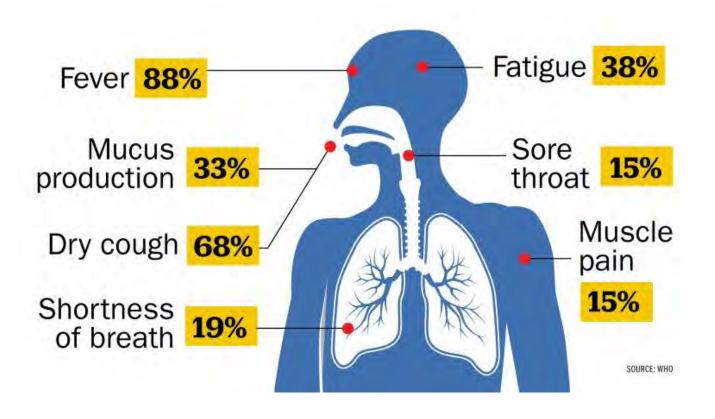


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Self-Care

https://aanmc.org/featured-articles/self-care/

# What are the symptoms of COVID-19?



# **Green Cleaning Methods for Your Home**

Revised by Rick Griffiths and Sonja Koukel<sup>1</sup>

#### aces.nmsu.edu/pubs • Cooperative Extension Service • Guide G-315

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New Mexico State University aces.nmsu.edu

#### INTRODUCTION

We often think of our home as a safe place, protecting us from the harms of the world. It's hard to imagine that many products we use every day in our homes can be toxic. We often think of toxic chemicals as pesticides, pharmaceu-ticals, automobile fluids, or indus-trial waste. However, a number of the products we use in our homes contain chemicals that are toxic and can become hazardous. These products line the shelves in our kitchens, bathrooms, utility rooms, and garages.

#### IS THE PRODUCT HAZARDOUS?

A substance is potentially hazardous if it can cause injury to people who are exposed to it, even if it requires large amounts to do so. To ensure that the toxic substances you are handling do not become hazardous, it is extremely important to practice safe handling and usage methods.

According to the U.S. Environmental Protection Agency (EPA), hazardous products have one or more of four characteristics:

- Ignitability, or something flammable.
- Corrosivity, or something that can rust or decompose.
- **Reactivity**, or something that can explode.
- **Toxicity,** or something poisonous (EPA, 2018).

How do you know if the product is hazardous? Check the product label.

Many household products used for household cleaning, car care, or yard care can be flammable, corrosive, reactive, or toxic. Signal words on the label are

- CAUTION—indicates the lowest level of hazard.
- WARNING
- DANGER—indicates the highest level of hazard.

<sup>&</sup>lt;sup>1</sup> Respectively, Extension Family and Consumer Sciences Agent, San Juan County Extension Office; and Community and Environmental Health Specialist/Associate Professor, Department of Extension Family and Consumer Sciences, New Mexico State University.

#### **HOUSEHOLD CLEANERS**

Many common household cleaning products contain caustics or solvents. When these products are used, stored, or disposed of improperly, they can threaten our family's health or damage the environment.

Caustic chemicals are found in such household cleaners as bleach, drain cleaners, oven cleaners, and scouring powders. These products can burn and severely damage the skin and eyes.

Solvents are fast-drying substances that dissolve another substance. Solvents include furniture polish, paint thinners, silver cleaner, spot removers, and wood floor wax. Inhaling or accidentally ingesting these products can be harmful or even cause death. Long-term exposure to some solvents may cause birth defects, cancer, central nervous system disorders, and liver and kidney problems.

Why do we use potentially hazardous products? Time and convenience are the primary reasons. In days past, sinks were scrubbed with baking soda. Extra effort was needed to maintain a stain-free sink. Wood floors were cleaned with oil and vinegar, or just mineral oil. This eliminated the need for wax, but required more work.

There are a number of choices you can make to reduce both your risk of exposure to hazardous household products and the number of hazardous products you use. By using the alterative non-toxic methods found in this guide, you will create a safer, healthier home.

#### **WASTE DISPOSAL**

Be aware of the hazards indicated on the label before using the product. Carefully follow directions for use, storage, and disposal. Refer to the manufacturer's directions for proper disposal. The best disposal route for hazardous products is to purchase only the amount you will use. For excess or unused product, check with your local environmental, health, or solid waste agency for information on household hazardous waste management options in your area.

#### General Rules for Managing Household Hazardous Products

- Select the least-toxic products for your home.
- Buy only as much as you will use.
- Read the label. It will list
  - ingredients;
  - instructions for use, storage, and disposal; and
  - hazards associated with use.
- Avoid aerosol spray cans whenever possible. Buy liquid, paste, or powder forms of products.



To avoid leftovers, share household products with a friend.

#### SAFETY CONSIDERATIONS FOR HOUSEHOLD PRODUCTS

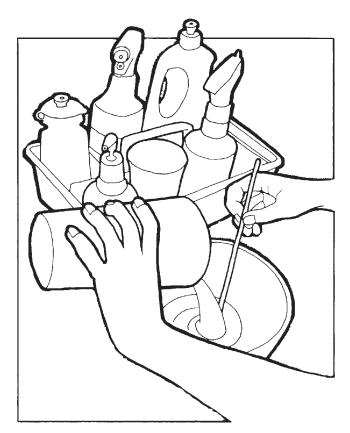
- Never mix chlorine bleach with any other cleaning agent, such as ammonia or vinegar. It can create toxic fumes.
- Store all cleaning solutions out of reach of children.
- Avoid accidental poisoning by never transferring a product to a food or drink container.
- Label all containers. If you need to separate any portion of the product from its original container, be sure to duplicate the entire label and attach it to the new container.
- Always mix cleaning solutions in a well-ventilated area.
- Immediately clean up after using potentially toxic substances.
- Never smoke or eat when handling hazardous materials.
- Keep the container closed. Harmful fumes may escape from an open container.

#### GREEN CLEANING OFFERS SAFER ALTERNATIVES

There are many safer alternatives to using hazardous household products. Some of these alternatives are as simple as immediately cleaning spills with water or club soda, or using full-strength vinegar or lemon juice to remove rust stains or hard water deposits. In some cases, using these alternatives may require more physical effort in order to get the desired outcome. However, the efforts result in a healthier home.

Reducing the amount of hazardous products you purchase saves you money and also eliminates the threat of accidental exposure and pollution of the environment. You may decide to scrub your sink with baking soda, or use a natural pesticide by spraying your plants with a mixture of pepper and garlic water. Understanding the basic substitutes, formulas, and procedures will give you alternatives to using chemicals in your home.

Most households have the basic ingredients for safer substitutes. If not, they are often available at local retail, garden, or home improvement stores, or can be purchased online. To help you get started, use Table 1 for information on how to start making your own healthy cleaning products. Table 2 lists places where you can buy many of the ingredients needed to make cleaning products.



Alternatives to hazardous household products can be prepared by you.

#### 10 Cleaning tools Everyone Should Own



When it comes to basic cleaning tools, there's no need to spend a lot of money. In fact, if you're first starting out, it's a good idea to learn how to clean properly before you invest in more expensive gear.

As you build your cleaning arsenal, be sure to look for tools that can be used in multiple ways. This will help you save money as well as space.

#### Essential cleaning tools Everyone should Own:

#### 1. MICROFIBER CLOTHS

A set of microfiber cloths in different colors tops my list for a good reason. Unlike feather dusters or those disposable things, a wet microfiber cloth holds onto dust. As long as you rinse it often while cleaning, you aren't just moving dirt around from one spot to the next.

They're also brilliant at cleaning counters or appliances, polishing tile or glass, even getting pet hair off clothing. Use one color for bathrooms, another for the kitchen, and the third for everywhere else in the house.

#### 2. AN ADAPTABLE STICK VACUUM

Even if you have hard flooring, there are times you need a vacuum, so a combination stick/hand vacuum is a must.

A hand vac gets crumbs and pet hair off of upholstery, helps freshen your mattress, and keeps your car interior looking nice.

Use it as a stick vacuum in the kitchen, and you'll never have to deal with that annoying line between a broom and dustpan always leave behind.

Give your home's entrance mats a quick vacuum every couple of days, and you'll cut down on the dirt tracked indoors, too.

#### 3. AN EXTENSION DUSTING KIT

Dusting your ceilings and walls helps reduce indoor allergies a lot, but it's a hassle unless you're tall or like hauling a step-stool around. An extension dusting kit makes it easy, plus you can use it to clean chandeliers, light fixtures, and the tops of kitchen cupboards. Shake it outdoors or rinse it in the sink, and you know the dust is out of your house.

#### 4. A CEILING FAN CLEANING BRUSH

Pop a ceiling fan duster onto your extension pole to clean both sides of the blade in one quick swipe. The brush's stiffer bristles are also great at getting cobwebs off of popcorn ceilings and picking up lint from behind the dryer.

#### 5. SPRAY BOTTLES FOR HOMEMADE CLEANERS

A set of inexpensive spray bottles is perfect for homemade cleaning products. They're also great to mist clothing before ironing, and to train pets to stay off the furniture.

#### 6. A STEAM MOP

A steam mop with washable pads gets the grout and tile clean at the same time. Got a small shower stall that's awkward to clean by hand? A steam mop will get those walls clean, too. Plus, steam sterilizes without chemicals that might harm pets or kids.

#### 7. A SQUEEGEE

A squeegee that attaches to your extension pole lets you get windows clean and streak-free. Use it on tall mirrors, too. In between those tasks, use it in your shower to keep glass doors spot-free. Oh, and if you own pets, a damp squeegee is one of the easiest ways to get pet hair off of furniture.

#### 8. A SCRUB BRUSH

The list of things you need a scrub brush for is almost endless.

- Use it to get tough stains out of car mats, off garage floors or cement patios.
- Clean flower pots and garden tools.
- Get soot off of your fireplace walls.
- Scour grout.
- Clean garbage cans.
- Get dry mud off the bottom of your shoes.
- You get the picture.

#### 9. WHITE CLEANING CLOTHS

A white cleaning cloth is necessary when removing carpet or clothing stains since colored fabrics may transfer their dyes and make the problem worse. Inexpensive white washcloths like these make it budget-friendly, too. Don't like the thought of spending money on cleaning rags? Use them as washcloths to start, and repurpose them once they start to look worn.

#### 10. A LINT ROLLER

A lint roller is, of course, excellent at removing pet hair from clothing but it's also a fantastic tool for cleaning other things around the house.

- Use one to sweep crumbs and dust off of upholstery quickly.
- Run a lint roller over lampshades to clean them.
- Dropped a glass on the floor? Pick up the big chunks then run a lint roller to get the little ones you might not see.

https://housewifehowtos.com/clean/10-cleaning-tools-everyone-should-own/

### **Weekly Program Activity Resource Guide**

### **Improve Self-Advocacy**

#### **Human Rights**

Reviewing Human Rights

- Giving Human Rights a Human Face (ISA1) Source: hrlibrary.umn.edu
- Online Human Rights Game Homelessness Source: http://playspent.org/

This game will put you in the shoes of a homeless person. In the beginning of the game you will make decisions regarding your job, health and your accommodation. The game has a fantastic sound design, which creates a very intensive experience.

Understanding the Bill of Rights – Source: Bill of Rights Institute

The founding documents are the true primary sources of America. Writings such as the Declaration of Independence, the Constitution, the Bill of Rights, and others written from 1764 to 1791, showcase the philosophical, traditional, and political foundations on which our nation was built and that continue to shape our free society. Learning about these documents is the best way to understand the purpose of our national government, the liberties we enjoy, and how those liberties affect and shape our free society.

Each week we will explore one of the founding documents and the accompanying explanatory resources to broaden your knowledge about the birth of our nation and the impact to human rights.

Lesson of the Week: Founders' Quotes https://billofrightsinstitute.org/founding-documents/founders-quotes/

#### **Current Events**

Understanding and discussing community events, politics

Connect the Times to Your Own Life (ISA2) - Source: ConnectWorld\_NYTLN

Have clients make connections between the articles they read in The New York Times and their own life, other texts and the world around them using our Connecting The New York Times to Your World handout.

 Make a Timeline (ISA3) – Source: learning.blogs.nytimes.com

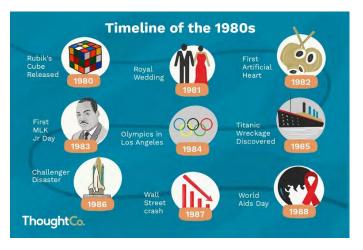
Clients can design their own timelines, using photographs, captions and selected quotes, to understand and keep track of complex current events topics. Times models can help since the paper regularly publishes timelines on all kinds of topics.

Current Events Website of the Week – Source: commonsense.org

#### Google News:

https://news.google.com/topstories?hl=en-US&gl=US&ceid=US:en

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### **Giving Human Rights a Human Face**

#### **Overview:**

Participants produce a creative expression of an article of the Universal Declaration of Human Rights (UDHR). This activity can be modified to make the resulting creations into a guessing game, or a presentation. Participants could also create posters to serve as reminders for creating a human rights environment or community.

#### Materials:

Copies of The Universal Declaration of Human Rights, simplified version Art supplies

#### **Directions:**

1. Working individually or in small groups, participants select an article of the UDHR that they feel is especially important. They might illustrate a right enjoyed, denied, defended, or all three.

2. Create –
a skit or mime
a graphic illustration or mural
a song, dance, proverb, or game (these might include adaptations of traditional culture)
a poem or story
a commercial advertisement
a flag or a banner
Note: The project should not reveal the number of the article it illustrates.

3. When the projects are complete, ask each team or individual to show their creation. The rest of the participants try to guess which article of the UDHR is illustrated. When it is correctly identified, the person or team that answers correctly reads the full article aloud. These presentations might be structured as a team competition with points to the teams that identify the correct article.

#### Adaptation:

1. Posters for Public Places – Create illustrations or posters that remind others that human rights should be part of everyone's lives. For example, create posters that remind everyone that the workplace or school is a "human rights community." Where special problems exist, these posters could serve as a basis for action. Strategize how to use these posters to ensure that rights are honored and changes take place in your community.

Source: Human Rights Educators' Network, Amnesty International USA

### The Universal Declaration of Human Rights (abbreviated)

- Article 1- Right to Equality
- Article 2- Freedom from Discrimination
- Article 3- Right to Life, Liberty, Personal Security
- Article 4- Freedom from Slavery
- Article 5- Freedom from Torture and Degrading Treatment
- Article 6- Right to Recognition as a Person before the Law
- Article 7- Right to Equality before the Law
- Article 8- Right to Remedy by Competent Tribunal
- Article 9- Freedom from Arbitrary Arrest and Exile
- Article 10- Right to Fair Public Hearing
- Article 11- Right to be Considered Innocent until Proven Guilty
- Article 12- Freedom from Interference with Privacy, Family, Home and Correspondence
- Article 13- Right to Free Movement in and out of the Country
- Article 14- Right to Asylum in other Countries from Persecution
- Article 15- Right to a Nationality and the Freedom to Change It
- Article 16- Right to Marriage and Family
- Article 17- Right to Own Property
- Article 18- Freedom of Belief and Religion
- Article 19- Freedom of Opinion and Information
- Article 20- Right of Peaceful Assembly and Association
- Article 21- Right to Participate in Government and in Free Elections
- Article 22- Right to Social Security
- Article 23- Right to Desirable Work and to Join Trade Unions
- Article 24- Right to Rest and Leisure
- Article 25- Right to Adequate Living Standard
- Article 26- Right to Education
- Article 27- Right to Participate in the Cultural Life of Community
- Article 28- Right to a Social Order that Articulates this Document
- Article 29- Community Duties Essential to Free and Full Development
- Article 30- Freedom from State or Personal Interference in the above Rights

NAME \_\_\_\_\_\_ DATE\_\_\_\_\_

# **CONNECTING THE NEW YORK TIMES TO YOUR WORLD**

Directions: Use this log to make connections between articles you read in The New York Times and your own life, other texts and the world around you.

# Headline of article: \_\_\_\_\_

Date:

"Text-to-Self" Connection: How does this story remind me of my own life and experiences?

"Text-to-Text" Connection: What have I read before that might connect to this article? What books, stories, poems or other newspaper or magazine articles does this remind me of? Why?

"Text-to-World" Connection: How does the content of this article relate to the real world around me? What connections can I make between what I've read here and other events or issues in the world today or in history?



# Weekly Program Activity Resource Guide

# **Pre-Employment Skill Building**

#### **Job Searching**

Researching, Use of Technology, Problem Solving

- 7 Ways to Save Money During a Job Search (PES1)
   Source: thebalancecareers.com
- Resume Writing Source: <u>https://careersidekick.com/what-to-put-on-resume/</u> This website provides a valuable breakdown of what

to put on a resume. In the article are linked examples of the different sections of a resume.

#### **Mock Interviews**

Communication

- How to Prepare for a Mock Interview- Source: thebalancecareers.com
- Job Interviews (Part 1): Do's and Don'ts of Mock Interviews - <u>https://youtu.be/BdyXik9VNk8</u>

#### **Time Management**

Follow Instruction, Processing Information

- Time Management Activities (PES3) Source: educba.com
- How Good Is Your Time Management? Source: <u>https://www.mindtools.com/pages/article/newHTE\_88.htm</u> Take the time management guiz and learn more about your score breakdown.

#### Volunteerism

Follow Instructions, Community Integration, Problem Solving

- Collect the bendable plastic piece on coffee bags. Give them to people making masks. These plastic ties can be used for the nose piece for homemade masks.
- While going on your daily walks bring a trash bag, and wear disposable gloves. Pick up trash you see on the side of the road if you can safely get to it without putting yourself or your peers in danger.
- Aluminum Tab Collection (PES4) Source: thirstylizards.com

Shriners Hospitals in Springfield and Boston have been collecting pull-tabs or "pop-tops" from beverage cans since 1989, recycling them, and putting the money toward programs that directly benefit their patients.

Since its inception, about a half-million pounds of aluminum tabs have been collected and recycled.

Did you know: The tabs are the only pure aluminum part of the can, and the cans may still be returned for deposit even after the tabs are removed.

Donating Sewn Masks - Source: elliothospital.org

One way you can support healthcare workers during this time is to join other volunteers who have begun sewing face masks. Below is information about our preferred mask style, as well as where and when you can drop-off masks.

<u>Mask Pattern:</u> Our infection prevention experts have identified the pattern for homemade masks with a filter pocket that will best meet our needs. We will accept all masks that have already been made, but going forward, this mask is best. Find the Pattern for Face Mask with Filter Pocket online at: <u>https://www.elliothospital.org/website/donating-sewn-masks.php</u>

<u>Mask Drop-Off:</u> Masks may be delivered to the following locations between 8am and 4pm:

Nashua: Southern NH Medical Center Emergency Department Entrance 1 Medical Center Drive, Nashua Manchester: Elliot at River's Edge Main Entrance 185 Queen City Avenue, Manchester

Supported in part by Community Support Network, Inc. in collaboration with the UNH Institute on Disability



# **Weekly Program Activity Resource Guide**

Please include a note with your delivery that includes the following:

- 1) The quantity of masks inside the bag
- 2) Whether your pattern includes a filter pocket
- 3) Your name and address

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#### 7 Ways to Save Money During a Job Search

By Allison Doyle, Updated April 22, 2020

How much does it actually cost to land a new job? The answer, unfortunately, is that it depends. A CareerBuilder survey reports that 27% of job seekers who incurred expenses during a job search spent over \$200, primarily on clothing (39%), transportation (22%), and travel (21%).

If you're looking for a job in your field in your local metro area and your resume is current and in reasonably good shape, you might get away with just budgeting for gas money or bus fare and the cost of printing a few extra copies of your Resume and cover letter.

Best ways to save money during your job search:

#### **Get Organized**

One of the best ways to save money during a job search is to save time by getting organized. You don't need to shell out for expensive software or organizers to do this. Chances are, you already own many productivity tools that are perfect for organizing your job search. Create a job application spreadsheet in Microsoft Excel or Google Drive. Use your smartphone's built-in apps and features to keep track of your deadlines or create alerts and appointments in Google Calendar. Download free job search apps from Indeed, Glassdoor, CareerBuilder, and more.

#### **Borrow Interview Clothes from Friends and Family**

To make a good first impression at a job interview, it's essential to dress appropriately. Even if the interview process is remote and you're interviewing via Zoom or Skype, you need to dress the part. Depending on the company culture, this can mean anything from business casual attire to a business suit and dress shoes.

It pays to do your research. While it's best to err on the side of dressing up more rather than less, you don't want to go too far in either direction. For example, if you're interviewing at a startup, a business suit might give the wrong impression.

If you don't have the perfect interview clothes in your closet (or in your current size), don't assume that you're stuck buying something new. Network your way into a new outfit by asking friends and family if they have appropriate clothes to share.

Check out online fashion and consignment sites such as Poshmark, ThredUp, and TheRealReal for buying bargain fashion attire. Failing that, hit up your local thrift store or consignment shop. You may be surprised by what you find.

#### **Try Free Job Search Sites First**

Job search engines and job boards are useful sources of listings for many job seekers—and many are free to use. Focus the online portion of your job search on these free sites first and save yourself the cost of monthly subscription fees. Try some of the best job sites to see which provide the most opportunities that are a fit for your interests.

Want vetted listings in a niche job market? Many sites that charge a fee offer a free trial period for new users. Just be sure to make a note in your calendar to cancel your account, so you don't wind up paying for a subscription you no longer need.

#### **Upskill Yourself for Free**

If you've been job searching for a while and aren't having much luck, it may be time to add some new skills to your resume. And you might not have to take on a hefty tuition bill to do it.

Your first step should be to identify the skills that will impress employers the most and make the biggest positive impact on your bottom line. One way to do this is to review the qualifications of your peers in your field, either by looking at their LinkedIn profiles or scanning job ads for your targeted job title.

Once you've determined which skills you need to learn, search for free online classes via organizations such as Coursera or edX.

Want to learn more about training programs, apprenticeships, or certifications? CareerOneStop is the U.S. Department of Labor's career and training hub, with links to resources that can help.

#### **Reach Out to Career Service Centers**

Career services centers often provide free networking resources, resume and interview help, and career assessment services to alumni, even if they aren't recent grads. Your school's website should provide more information on remote services for alumni and how to get in touch.

#### Save Money on Technology

Few job seekers can manage without technology these days, even if they're in brick-and-mortar industries that rely heavily on networking connections. But if you're looking for a place to save money during your job search, now's a good time to review your monthly expenditures on mobile service, internet, and other essential technologies.

Save money on your cell phone service by using prepaid plans, bundling services, or switching your plan to one that more closely matches your usage patterns. Bundle your internet and cable—or cut the cord and ditch the landline. You can call your current service providers and ask about discounts for veterans, students, AAA, AARP, and other organizations.

Just be sure you don't make any changes that jeopardize your ability to connect with potential employers, like switching to a less reliable cell service, for example. You don't want to drop a call with a hiring manager just when they're making a job offer.

#### How to Prepare for a Mock Interview By Allison Doyle, Updated October 31, 2019

Be sure to take your mock interview as seriously as you would an actual interview. Get ready for the interview just as you would for an interview with a hiring manager:

- Arrive 10 15 minutes early.
- Bring your resume and any other materials you would bring to a real interview.
- Bring a notebook to take notes on what your mock interviewer tells you.
- Dress in professional interview attire.



- You should also prepare answers to general interview questions before arriving.
- This below link provides more information on these types of general interview questions, including sample questions and answers you can review to get ready for your interview.

https://www.thebalancecareers.com/job-interview-questions-and-answers-2061204

- If you have a mock interview to prepare for a specific job or career field, also review these job-specific interview questions.
- Mock interviews are an ideal way to practice for real job interviews because you are in a situation that mirrors an actual interview with a company.
- When you review your interview with the interviewer, you'll be able to modify your responses and interview behavior, if necessary.

#### Set Up Your Own In-Person Mock Interview:

If you're not in a situation where you can participate in a mock interview with a professional counselor, you can recruit a family member or friend to help you practice interviewing. The more you prepare, the more comfortable you will be with interviewing.

Just as you would with a professional career counselor,

- provide your friend or relative with a copy of your resume and
- lists of the general and job-specific interview questions you think you'll be asked.
- Dress as you would for a real interview.
- remember to practice using an appropriate tone of voice and body language as you respond to your "interviewer's" questions.



https://www.thebalancecareers.com/how-to-use-mock-interviews-to-practice-interviewing-2061626

### **Time Management Activities**

Managing time effectively is a skill that needs to be acquired with careful and continuous practice. The secret of professional success of most people lies in the fact that they have learned effective time management activities.

Time is a resource that is usually very much in demand, and consequently, very much scarce. Most of us are constantly running against time or trying to fill in as many things possible in as little time. Paradoxically, some of us are trying to fill in time, as we have nothing much to do. For such people, without meaningful employment, the day seems to stretch on and on.

Proper time management activities help improve the overall quality of our life, besides giving us better job satisfaction and work performance. Our work life becomes more efficient and we can enjoy our leisure more if we can manage time.

# 1. Not all work that comes to your table is equally important.

You need to know what is of priority. Ask yourself:

- What do I need to do?
- When do I do it?
- How well do I do it?

All papers or mail marked urgent need not be read then and there, disrupting your workflow. You must prioritize your work in order of importance and urgency. Or you can be in danger of making someone else's priority your own.



If you have more than one important task pending, plan how you are going to finish these. Decide on the sequence of tasks. Don't allow disturbances or interruptions throw you off track. Keep your schedule in front of you, with a tasks-to-do list. Tick off items as and when they are finished.

#### 2. Plan your day

Reach office or your workplace before the specified time, a little ahead of others. Sit down calmly and plan your day ahead.

Digital organizers can help you in scheduling tasks and remind you of these. Keep aside time for meeting internal and external clients, and a time for interaction with colleagues and your team members. Of course, your schedule will not go exactly as you plan it, so make allowances for minor variations.

# 3. Try to complete work within a definite time span

Time management activities help your work duties and stick to the time plans. Don't overstretch your work day, or carry work home. Try to complete things within the specified work hours. Group tasks that have overlapping time spans. For example, if you go to meet a client, use the waiting time to fill routine formats. If there is a meeting scheduled, keep it focused on the agenda, and write down points discussed.



#### 4. Limit multi-tasking

Yes, multi-tasking looks very good on paper, in reality, it gives you more anxiety

and heartburn than concentrating on a single task at one time. Finishing tasks one by one gives a sense of satisfaction and control.



#### 5. Delegate some work

You need not to do everything yourself. The minor tasks can be delegated to junior staff. Ask the telephone operator to make cold calls for you. Get a peon to oversee the printing and photocopying work. Routine office work like mailing, following up, etc. can be delegated to assistants. Concentrate on the bigger and significant tasks. Make sure the delegatees report their progress to you, however. Else you will have a bigger problem repairing work that was incorrectly done.

#### 6. Do the unpleasant tasks first

None of us really want to do what we dislike, but work must be done. Spend some time in the morning planning how and when you will tackle the unpleasant tasks. If you have been avoiding meeting a cranky customer, schedule it for some time in the day and get it over with. Unfinished work tends to occupy space in your mind. Do not put off these tasks. Tackle them one by one.

#### 7. Don't check your messages and emails through the day

Set aside a time for checking these, and keep your notifications off for the rest of the day. Don't check your e-mail every now and then. Checking e-mails and replying to these eat away a lot of our working time, so do it only at the scheduled time, and not during the remaining work hours. It distracts you and before you know it you will be spending all day replying and responding to non-urgent mail and texts.

# 8. Set aside a block of time for paperwork and letters

Instead of reading things as and when they find their way into your in-tray, keep aside a time, preferably in the afternoon to do your reading. The period after lunch time is a slack one, read your mail and letters at that time. Use this time to write memos or letters. Except for highly urgent mail that needs to be responded to immediately, everything can wait till afternoon. Write your correspondence at a time when you are not pressed by other urgent work or phone calls.



#### 9. Learn to say no

This is an important tactic all of us need to adopt. We should be able to say no to unreasonable demands on our time. Make it clear that your time is precious, and people need to respect it. Say no to people when they come to you with unplanned requests. Learn to refuse people politely.

#### 10. Seek the help of supportive coworkers in the time management process

Ask a helpful colleague to help you stick to your work schedule. He/she can remind you when you go off track and help with some of your workloads when things get unbearable.



# Aluminum Tab Collection & Recycling Project

The funds recieved from recycling the can tabs are used to purchase items for patient care at Shriners Hospitals for Children.

# WHY CAN TABS?



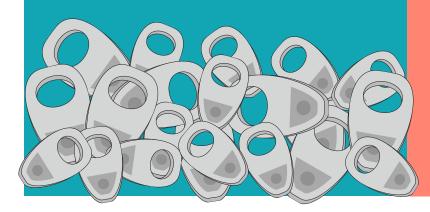
Can tabs are made of pure aluminum and cans are not.



# HOW MUCH \$\$\$

Find the current rate for recycled can tabs by contacting your local recycling center.

# 1,640 TABS EQUALS 1 POUND



# over 1 BILLION tabs have been collected, which is approximately 750,000 POUNDS

The Can Tab program is administered by a lady's Shrine group called the Ladies Oriental Shrine of North America (LOSNA).

For more information, contact Patricia Semb at (413) 219-6564 or psemb@comcast.net

# Aluminum Tab Drop Off Locations for Shriners Hospitals for Children Springfield, MA

# MASSACHUSETTS

Aleppo Shriners 99 Fordham Road Wilmington, MA 01887 | 781.665.6466

Shriners Hospital for Children 516 Carew Street Springfield, MA 01104 | 413.787.2000

# CONNECTICUT

Pyramid Shriners 2428 Main Street Stratford, CT 06615 | 203.876.2811

Sphinx Shriners 3066 Berlin Turnpike Newington, CT 06111 | 860.666.5449

### MAINE

Anah Shriners 1404 Broadway Bangor, ME 04401 | 207.942.2254

Kora Shriners 11 Sabattus Street Lewiston, ME 04240 | 207.782.6831

### VERMONT

Cairo Shriners 51 Washington Street Rutland, VT 05701 | 802.747.3400

Mt. Sinai Shriners 288 Gallison Hill Road Montpelier, VT 05602 | 802.223.7661

### **NEW HAMPSHIRE**

Bektash Shriners 189 Pembroke Road Concord, NH 03301 | 603.225.5372

### **NEW YORK**

**Cyprus Shriners** 9 Frontage Road Glenmont, NY 12077 | 518.436.7892

Damascus Shriners 979 Bay Road Webster, NY 14580 | 585.671.7701

Ismailia Shriners 1600 Southwestern Blvd Buffalo, NY 14224 | 716.674.8666

Kalurah Shriners 549 Chenango Street Binghamton, NY 13901 | 607.786.5429

**Oriental Shriners** 75 Water Plant Road Troy, NY 12182 | 518.233.0461

**Tigris Shriners** 1121 Milton Avenue, Suite 1 Syracuse, NY 13204 | 315.478.0277

Ziyara Shriners 8209 Halsey Road Whitesboro, NY 13492 | 315.732.5328

#### **RHODE ISLAND**

Rhode Island Shriners One Rhodes Place Cranston, RI 02905 | 401.467.7100