



Weekly Program Activity Resource Guide

Week 6: April 24, 2020

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

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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.

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Supported in part by Community Support Network, Inc.
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Money Management

Games

Money Management, Counting, Planning, Budgeting

- Addition Baseball Game– Source: math-play.com
This interactive online game is aligned to the Common Core Math Standard. Clients can play the game alone, or in two teams to compete for a chance to score homeruns. For each correct answer, the teams will get an opportunity to score points. This game is a lot of fun and can be played on computers, iPads, and other tablets. You do not need to install an app to play this game on an iPad. Have fun adding decimals!

Click on the link to play: http://www.math-play.com/baseball-math-addition-game/baseball-math-addition_html5.html

- DIY Pay Day board game (MM0) - Source: boardgames.lovetoknow.com
The goal in Payday is to make enough money during the month in order to pay off your bills at the end of the month and still have some money left over to build up your wealth. Use supplies you have at home or can print from the Internet to make your own game board.

Math Problems

Adding, Subtracting, Counting Problem Solving, Life Skills

- Multiplication Table (MM1) – Source: Planet12sun.com
- Digital Time (MM2) – Source: Planet12sun.com
- Subtraction word problems to 20 (MM3) – Source: math-salamanders.com
- Addition word problems to 20 (MM4) – Source: math-salamanders.com

Money Skills

Counting Money, Adding, Subtracting, Bills,

- Counting money worksheet – coins and bills (MM5) – Source: k5learning.com
- Counting money worksheet – coins (MM6)– Source: k5learning.com

Budgeting

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

- Budgeting – Saving and Spending Plan (MM7) – Source: weareteachers.com
- Budgeting - My Money M.O. (MM8) – Source: weareteachers.com

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DIY Payday Board Game

Use a blank desk calendar to create a fun homemade [Payday board game](#). Similar to The Game of Life, Payday walks you through some of the typical milestones of real life with a fictional twist. Kids can play for educational purposes or adults can enjoy paying fake bills for once.



Materials:

- Blank month page from a desk calendar
- Markers
- Printable play money
- Index cards
- Scissors
- One homemade or purchased six-sided die

Steps to Make the Game:

1. Make up [fake businesses](#) players can buy and draw/write them each on a separate index card. Write "deal" on the back of each card.
2. Make up fake mail players could get like letters, advertisements, winnings, or requests for money and write each on a separate index card. Write "mail" on the back of each one.
3. Print of the play money.
4. Use a picture of the Payday game board to draw the appropriate tasks or events on each calendar day.

[https://boardgames.lovetoknow.com/Homemade Board Games](https://boardgames.lovetoknow.com/Homemade_Board_Games)

Use this link to make paper money. <https://www.dadsworksheets.com/worksheets/money-printable-play-money.html>

How to Play:

Game Pieces:

Gameboard, money, 54 mail cards, 36 deal cards, 36 event cards, 6 lottery cards, 6 tokens, 2 dice, and 1 loan pad.

Pregame Setup:

At the beginning of the game, players should decide the length of the game they would like to play. Two months is recommended, and it takes about 1 hour per 3 months for a 4 player game to complete.

Shuffle the mail, deal, and event decks and place them in separate piles. Discarded cards should be placed face up next to their draw piles.

Each player takes 1 lottery card. Unused lottery cards are placed face down near the game board.

Place the black die over the bonus square with the number 6 showing on its face. Each player chooses a token to play with and places it on the beginning "Sunday start" space. Assign a player as a banker. Assign a different player as a loan recorder. The loan recorder writes the names of each player across the top of the loan record sheet and may use more than 1 sheet if needed. Pick a player to go first.

Playing the Game:

Roll the white die and then move your token forward on the track the indicated number of days, Sunday to Saturday. Follow the instructions indicated on the space you landed on.

If your roll matches the black die, then you collect all of the money on the bonus square and set the black die to any number that you wish.

The player that is the loan recorder must keep track of all loan payments throughout the game for all players. The player that is the banker collects or gives out money for the bank.

Players may take out loans in \$1,000 increments from the bank anytime they may need extra money for expenses.

Mail: Draw the number of mail cards indicated by the space one at a time. If any of the mail cards have in instructions to act immediately, then you must act as you draw it. Otherwise, you keep all of your mail until you reach your payday.

Payday: You must stop on this space and cannot move past it even if you might have moved passed it normally. You cannot pass up payday.

Once you have arrived at the payday square, you collect your salary of \$3500 from the bank.

Choose whether or not you wish to pay off any of your loans in \$1,000 increments.

Pay 10% interest on any loan you've taken out but have not paid off yet.

Pay off any bills you've acquired from the week and place them in the mail discard pile.

Return your token to "start".

The turn passes to the left.

Pay Neighbor: Pay the amount shown on the card you drew to any player of your choice.

Mad Money: Draw a mad money card and collect the amount shown on that card from any player of your choice, even if that player may have to take out a loan to pay it.

Charity: Place the amount indicated by the card onto the bonus space.

Buy a deal/Found buyer card: Choose to make a deal or find a buyer and then follow the instructions on the card that corresponds with what you chose.

Deal Space: Draw the top deal card. If that deal card is an auction deal, then announce to the other players that there is going to be an auction. Reveal to the other players the minimum bid but do not reveal the company or value of the card. Bid an amount you wish to start the bidding at or pass. The next player may then decide to bid or pass. Players must make bids in increments of \$100 and continue bidding in turn until the highest bid is reached. That player pays the bank the bid amount and collects the deal card and reveals the company as well as its value to the other players.

If you draw a deal card with a set purchase price, you may buy it from the bank and add the card to your inventory.

Deal cards may only be sold when you land on a "found buyer" space or when a "found buyer" card is drawn. The player may discard only one deal card per "found buyer" in exchange for the value indicated on the card from the bank. Any deal cards left over at the end of the game become valueless and discarded. You may hold as many deal cards as you wish to risk.

When you land on an event square, you draw an event card and follow the instructions on the card.

Pay to bonus: You pay the money indicated to the bonus square.
Each pay bonus: You select another player and you both pay the amount indicated on the card to the bonus square.

Pay to friend: You pay the amount indicated on the card to the player of your choosing.
Keep the cash: Bank pays out the money indicated on the card.

Take and keep cash: You may pick any other player and that player must pay you the amount indicated on the card.
When a player lands on a lottery space then the bank immediately adds \$1,000 to the jackpot. Each player that wishes to play the lottery must add \$100 to the jackpot. The player that landed on the lottery space must also pay if they wish to play before they roll the black and white dice. The player with the lottery ticket that had the numbers rolled wins the jackpot.

If no player won the jackpot then all of the money for this jackpot is carried over to the next lottery.

Happy Birthday: Each player pays you \$100 if you land on this space.

Yard sale: Draw the top card from the deal deck and roll the white die. Pay \$100 times the amount indicated on the die. (\$100 – \$600). That deal is now yours.
If you have played to the last week of the game then you have retired. You must wait until the other players complete the game.

Winning the Game:

Once every player has made it to the final week of the game, then all players discard any remaining deals they may have left over; they are now worthless.

<https://howdoyouplayit.com/payday-rules-how-do-you-play-the-payday-boardgame/>

MULTIPLICATION TABLE

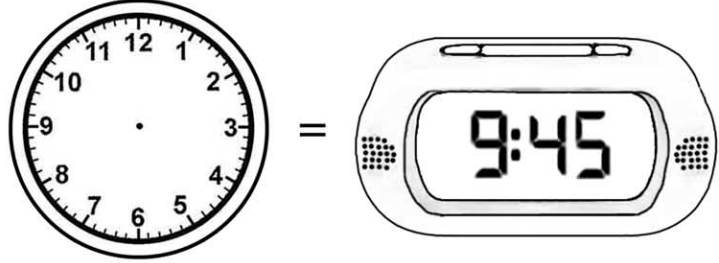
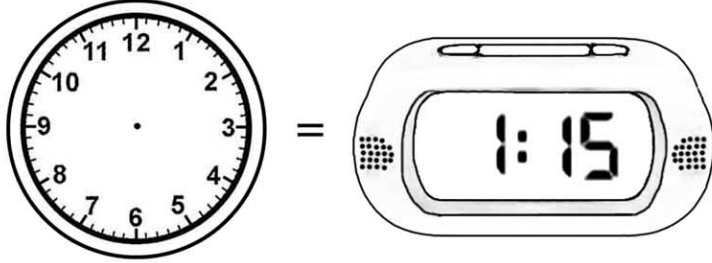
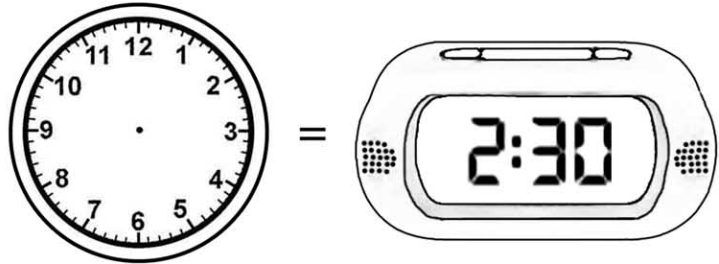
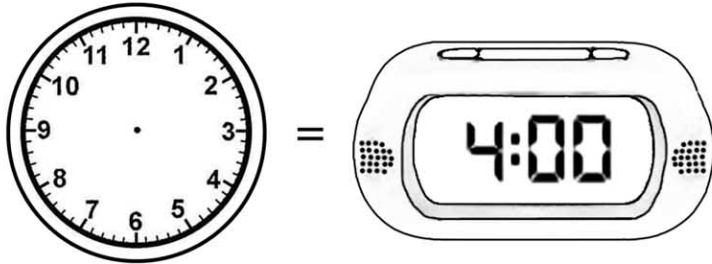
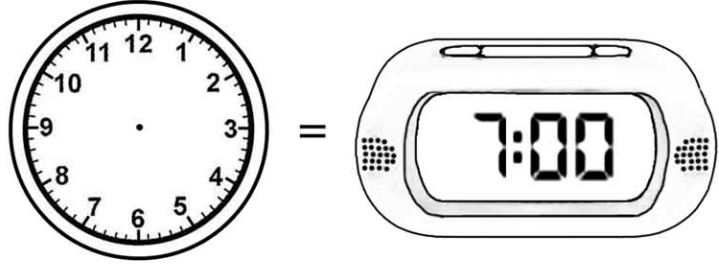
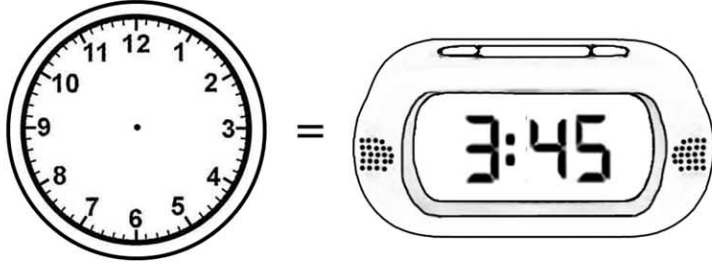
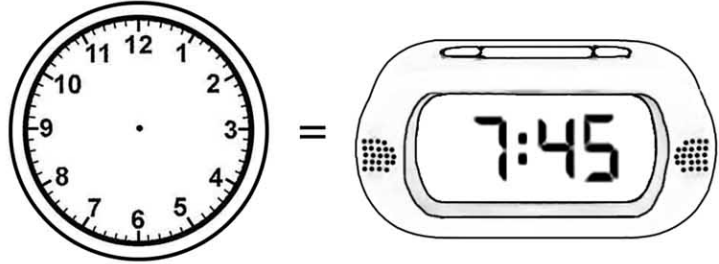
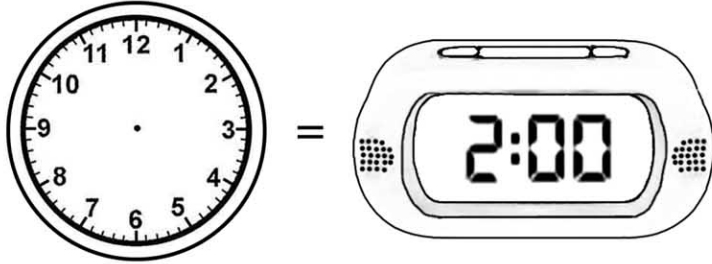
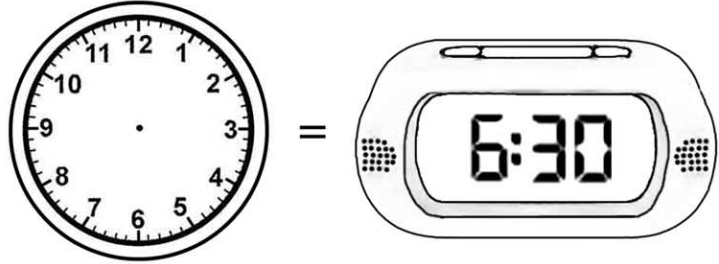
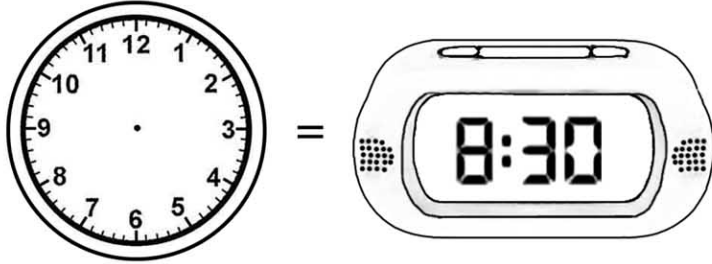
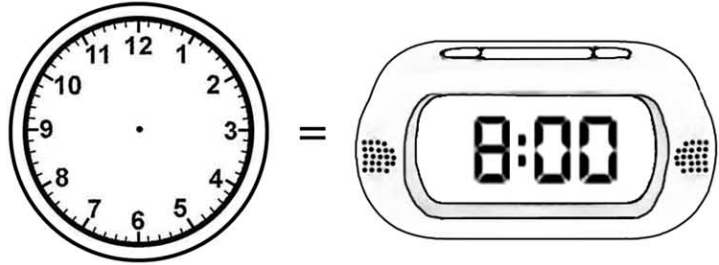
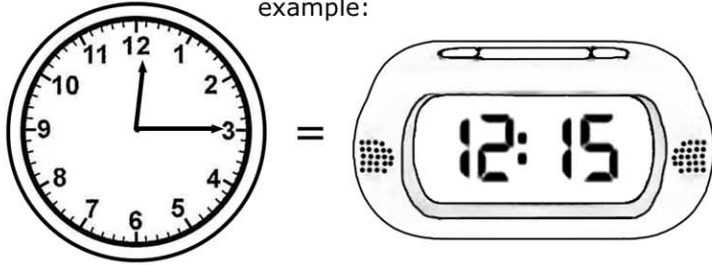
Fill in the table:

	1	2	3	4	5	6	7	8	9	10	11	12
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

TIME

Draw the hour and minute hand on each clock to show the correct time.

example:














Name _____

Date _____



SUBTRACTION PROBLEMS TO 20 SHEET 1













	WORKING OUT
<p>1) Newton has 15  . Frazer has 12  . What is the difference? _____</p>	
<p>2) There are 17  . 10  fly away. How many  are left? _____</p>	
<p>3) A shop has 16  . 8  are sold. What is 16 minus 8? _____</p>	
<p>4) Captain reads 18  . Tyger reads 4  . How many more books has Captain read? _____</p>	
<p>5) I have \$20. I spend \$8. How much money do I have left? \$ _____</p>	
<p>6) I buy 14  . I eat 9  . How many do I have left? _____</p>	

Name _____

Date _____



ADDITION PROBLEMS TO 20 SHEET 2

		WORKING OUT
1)	<p>I have 13  .</p> <p>I buy 5 more  .</p> <p>How many  do I have now? _____</p>	
2)	<p>There are 8  in a zoo.</p> <p>9 more  join.</p> <p>How many  in total? _____</p>	
3)	<p>Sally has 10¢.</p> <p>Newton has 7¢.</p> <p>How much money in all? _____ ¢</p>	
4)	<p>There are 6  in a pond.</p> <p>14 more  are added.</p> <p>How many  altogether? _____</p>	
5)	<p>I catch 12  in my net.</p> <p>Next day I catch 6  .</p> <p>How many  did I catch in all? _____</p>	

Counting money - the 4 coins, \$1, \$5 and \$10 bills

Counting Money Worksheet

Add the money.

1.  = _____

2.  = _____

3.  = _____

4.  = _____



5.  = _____



6.  = _____



7.  = _____

Counting money - the 4 coins, \$1, \$5 and \$10 bills

Counting Money Worksheet

Add the money.

1.  = \$10.17

2.  = \$10.16

3.  = \$5.42

4.  = \$25.50



5.  = \$17.16



6.  = \$30.28



7.  = \$1.42

Counting money - pennies, nickels, dimes & quarter

Counting Money Worksheet

Add the coins.

1.  = _____

2.  = _____

3.  = _____

4.  = _____

5.  = _____

6.  = _____

7.  = _____

Counting money - pennies, nickels, dimes & quarter

Counting Money Worksheet

Add the coins.

1.  = _____



2.  = _____

3.  = _____



4.  = _____

5.  = _____

6.  = _____

7.  = _____

BUDGETING HANDOUT

What If You Saved the Money Instead?

Expenses Costing \$25 - \$30 Per Month	Cost per month	SAVINGS OVER		
		5 yrs.	10 yrs.	15 yrs.
Large Pizza w/2 toppings (every two weeks)	\$24	\$ 1,800 \$ 3,900 9,000		
Cable TV	\$30			
Cell Phone	\$30			
Six pack of beer every Friday night	\$24			
Expenses Costing About \$50 per Month				
Dinner out after every paycheck (\$28 every 2 weeks)	\$56	\$3200 \$7,000 \$16,500		
Haircut/color at fancy salon (\$70 every six weeks)	\$52.50			
Taxi ride every Friday night (\$12 per ride)	\$48			
Expenses Costing about \$100 per Month				
Lunch "out" (\$5 every weekday)	\$100	\$ 6,500 \$ 14,000 \$32,900		
Cigarettes (1 pack/day @ \$4.00)	\$120			

Savings are assumed to be earning 3%, compounded monthly from the beginning of each period. Amounts are rounded for demonstration.



BUDGETING ACTIVITY SHEET Spending Plan

Category	Weekly Amount	Monthly Amount
Rent		
Heat		
Utilities		
Telephone		
Cable		
Cell phone/pager		
Groceries		
Restaurant meals		
School meals		
Child care		
Transportation (car payments, gas, T pass)		
Clothing		
Furnishings & household upkeep		
Personal needs (haircuts, makeup)		
Family recreation (movies, videos, games, etc.)		
Medical insurance/Medicaid		
Other insurance (fire, life, rental, etc.)		
Debt		
Taxes		
Savings		
Gifts (holidays and birthdays)		
Other:		
TOTALS		
Monthly total x12 for Annual salary needs		



BUDGETING HANDOUT

My Money M.O.

How much do you agree with the following statements? Rank each one from 0 (not like you at all!) to 6 (totally like you!). Try to use each number only once in a category, but use the 0 more than once if you need to. Then discuss the responses with your family.

GENERAL	
a. Watching my savings grow gives me great pleasure.	
b. Wandering around stores puts me in a good mood.	
c. Making my own financial decisions makes me happy.	
d. Being free of rules and stereotypes is my dream.	
e. The more money I have the more I'll be able to do what I want.	
f. I work hard and I want to be valued for the work I do.	
SHOPPING	
a. I know a real deal when I see one because I shop around.	
b. I like everything I try on; it's hard not to buy it at all.	
c. Name brands fill my closets and drawers.	
d. I like to make my own fashion statements.	
e. When I go shopping, I buy something that will help me accomplish my goals; I buy with purpose.	
f. I go shopping to make myself feel good.	
EATING OUT	
a. When I eat out with others, everybody pays for their own food.	
b. I order whatever I want and like to leave big tips.	
c. I like to buy food for others because I have the money.	
d. I prefer paying my own way.	
e. I like to pay for others to impress them.	
f. Paying for others helps me feel good about myself.	
LIFESTYLE	
a. I spend money when I need something rather than when I want it.	
b. Spending now is definitely more important than saving for the future.	
c. Having things that I want is my goal.	
d. Things tend to drag me down so I don't own much.	
e. Saving money gives me the freedom to do things that cost money.	
f. Having things helps people know who I am.	
SAVING	
a. I have a secret stash of money just in case I need it.	
b. Saving money is hard for me. I always have something I want to spend it on.	
c. When I take charge of my money, I feel in control.	
d. Saving money is easy because I'd rather be doing things that don't cost a lot.	
e. The more money I have saved, the more options I have open to me.	
f. Having a large amount of savings makes me feel valuable.	

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MONEY M.O. (CONTINUED)

GIFTS	
a. It's easier to give gifts to others than to buy them for myself.	
b. I love buying the perfect gift for someone.	
c. I buy expensive gifts because it means more.	
d. Homemade gifts have more meaning for me-- people think they are special.	
e. The gifts I give tell that person that I like them or that I want them to like me.	
f. The price of my gift earns me respect for being able to afford it.	
TOTAL	

You can review your profile at: www.financialchampionsacademy.com/personality.htm



Social Skills

Board Games/Video Games

Communication, Turn Taking, Interaction, Processing Information

- Blindfold Obstacle Course – Source: proudtobeprimary.com

Set up an obstacle course either in a spacious empty room or in the backyard using household items. One person will be blindfolded while the other person communicates how to get through the obstacle course. You and your client should take turns being the person blindfolded going through the obstacle course and being the person to guide through the obstacle course

- Straight Dominoes – Source: dominorules.com

DIY Dominoes: <https://www.pbs.org/parents/crafts-and-experiments/make-your-own-dominoes-game>

PLAYERS: Two, three or four may play the game of Dominoes. If four are playing the game, it may be played as a partnership (the two players sitting opposite one another are partners).

THE SHUFFLE: To begin the dominoes are placed face down and "shuffled." Players draw one domino. The player drawing the highest double or if no double, the highest domino plays first. Re-shuffle and then begin drawing the first hand.

DRAWING: Each player then draws seven dominoes for his hand. The remaining dominoes (the boneyard), if any, are left face down on the table to be drawn later if a player is unable to play from his hand.

BEGIN PLAY: The player who drew the highest double or the highest domino plays first, playing any domino he wishes from his hand.

OBJECT OF THE GAME: Scoring points by laying the dominoes end to end (the touching ends must match: i.e., one's touch one's, two's touch two's, etc.). If the dots on the exposed ends total any multiple of five the player is awarded that number of points. All sides of the first double (the spinner) may be used one piece to each side and later one to each end. All other doubles are played at right angles to the line and the total points on both ends are counted. Dominoing occurs when one player goes out by playing all of his dominoes. The sum of the spots of all opposing players is computed and added to the dominoing player's score (rounded to the nearest five). In partnership play the spots of the partner of the one who "DOMINOED" are not counted.

Blocking the Game: If in the course of the game it is impossible for any of the players to play, the game is "Blocked." The player (or partners) having the least spots in his (or their combined) hand(s) scores the total of the spots in the opponents' hands (rounded to the nearest five). The score of 250 points is usually considered a game. The first person (or partnership) to score this amount wins the game. Shuffle and begin a new game. The player who won plays first.



Communication

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

- Get Along Checklist (SoS1) -Source: worksheetplace.com

According to Indeed.com, interpersonal skills are traits you rely on when you interact and communicate with others. This worksheet helps clients to evaluate their interpersonal skills.

- Body Language Activity (SoS2) – Source: exploring.org

Body language adds another layer of communication to the messages people send. Being aware of what your body communicates can be as important as choosing the right words.

OBJECTIVES: By the end of this session, participants will be able to:

- Describe the effects of body language and how it influences communication.
- Describe appropriate behavior in professional environments.

SUPPLIES: Print the activity sheets provided in this guide. Cut a separate paper strip for each item. Place the individual strips into a box or bag.

- Guess My Emotion activity sheet (one per group of four or five Explorers)
- Find My Group activity sheet (several copies, see activity description)

ACTIVITY INSTRUCTIONS: Draw a paper strip naming a pose and perform the poses.

After each pose, ask participants: What message did the pose communicate?

Possible Pose Interpretations:

- Standing with your hands on your hips (Aggressive, disgusted)
- Standing upright (Confidence)
- Arms crossed on your chest (Defensive)
- Resting your hand on your cheek (Thinking)
- Touching or rubbing your nose (Doubt, lying)
- Resting your head in your hands (Boredom, tired)
- Tapping your fingers (Impatience)
- Biting your nails (Nervous, insecure)
- Playing with your hair (Insecure)
- Rubbing your eyes (Disbelief, doubt)

Ask the participants:

Can you think of any more poses and the messages they send?

How might our body language support—or contradict—the message we intend to communicate?

Conflict Resolution

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

- Listening Exercise: So, What You Mean Is... – Source: skillsconverged.com

This exercise helps clients to understand the importance of acknowledging the view of a person they are having a conversation with no matter whether they agree with it or not. The exercise helps to create a vivid example which can then be discussed and explored further.

PURPOSE: Develop rapport through having a friendly conversation as opposed to being antagonistic with opposing views; Improve listening skills; Learn to listen and show that you are listening

OBJECTIVE: Go through a series of conversations based on the instructions given and then compare the quality of these conversations to see how one conversation differs from the other. Optionally, you can provide the example conversations shown below. Alternatively, you can just read through them to demonstrate.

INSTRUCTIONS: You and your client create a pair.

- **Stage 1:** Explain that each pair needs to pick a topic.
The topic should be safe in that it doesn't lead to heated emotional conversations such as politics or religion. They should choose a topic that they can easily roleplay opposing views. An example topic is buying digital books versus buying paper books.
- **Stage 2:** Explain that each pair needs to discuss the topic by choosing two opposing views.
The first person should make a statement and the other person should make a counter statement and they continue one statement at a time until instructed to stop. Ask them to start the conversations and allow them to continue for 2 minutes.

Here is an example conversation:

Person A: Digital books are cheaper.

Person B: Your device may go obsolete and you could lose the book.

Person A: You can carry thousands of books on your device with no extra weight.

Person B: These days with all that's going on, we are likely to read very few books anyway, so why have thousands on the go.

Person A: You can search, you can translate, you can lookup terms, you can take notes.

Person B: Nothing beats the smell and feeling of a paper book in your hands.

- **Stage 3:** At this stage, the first person should make a statement. The second person should start with, “So, what you mean is...” and continue by paraphrasing the statement the other person just said. The first person should then say, “Yes, that’s what I mean”, if the paraphrase matches what he intended to communicate. Otherwise he should correct accordingly.

Once a person hears, “Yes that’s what I mean”, it is his turn to make a statement. This could be related or unrelated to the previous statement. This time the other person should paraphrase.

This then continues until stopped by the trainer.

Allow the conversations to continue for 4 minutes.

Here is an example conversation:

Person A: Digital books can be purchased instantly anywhere you are and you can start reading them right away.

Person B: So, what you mean is that I can just order the book, get it on my device instantly, open it and start reading it, even when I am traveling.

Person A: Yes, that’s what I mean.

Person B: You can recall the contents of a paperback much more than a digital one. If you need to learn something paperbacks are better.

Person A: So what you mean is that by reading a paperback I am more likely to remember the contents than if I was reading it on a digital device.

Person B: Yes, that’s what I mean.

- **Stage 4:** Ask your client what they went through. Ask them to compare their two conversations—one with opposing views and one with paraphrasing. How did they feel during the first one? How about the second conversation?

Follow with a discussion: How did it feel to have a conversation where your partner kept stating their views as opposed to acknowledging yours? What was it like to be paraphrased? When having conversations, do you feel that you must rush in to state what you think about an issue as opposed to seeking to understand and acknowledging the view of the other person? What was the most important lesson you learned in this exercise?

- Anything Goes – Source: s3.wp.wsu.edu

This game is a great way for participants to engage in a mini-conflict with another team member in a non-threatening manner.

OBJECTIVES:

- To engage in conflict
- To practice the skills of dialogue
- To build consensus

PROCEDURE: Ask participants to find a partner. Have each pair stand face to face, right fist out (as in Rock, Paper, Scissors), and say together, “Nothing, something, anything!” Once the word *anything* is said, the two participants yell out the name of any item they can think of (dog, coffee mug, shoe). After yelling out their items, team members must now debate one another as to why their item would “beat” the other person’s item. Allow about two or three minutes of debate, then call a brief time-out to discuss the difference between debate and dialogue. After that, have the team continue with their conversations, only now, encourage team members to engage in dialogue—asking questions and listening to the answers—to come to an agreement between the two of them.



TIPS: The essential difference between debate and dialogue is that true dialogue is collaborative. Participants are working toward shared understanding and strength and value in each other’s positions. A debate is a discussion with the goal of persuading or advocating for their own view, attempting to prove the other side wrong, and searching for flaws and weaknesses in the other’s positions. In dialogue, the intention is to really

listen to one another's perspective with a willingness to be influenced by what we hear. Dialogue allows people to develop understanding for one another's perspectives, thoughts, and feelings as well as to reevaluate their own position in light of the other's understanding. In dialogue, everyone has a chance to be heard, understood, and to learn from each other.

Discussion Questions:

1. How did you react to your mini-conflict?
2. Is this how you normally act in conflict situations? Why or why not?
3. How were you able to come to a consensus?
4. What happened when you switched from debate to dialogue?
5. When someone disagrees with you, do you always stop to ask questions?
6. Is it difficult to listen when someone disagrees with you? Why?
7. What made it easier in this activity?
8. In what ways could you use these skills the next time you're in conflict with another person?

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?
2. 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: mommypoppins.com

1. **Jumanji (PG)** - Clients may associate this franchise with the comedy of Dwayne Johnson and Jack Black, but the original film is a lot darker. Based on an award-winning Chris Van Allsburg book about a cursed board game, Robin Williams' 1995 version is filled with very real-looking creatures that at times are a bit intense.
2. **Night at the Museum (PG)** - It's everyone's dream and nightmare rolled into one: imagine if museum exhibits sprung to life after the doors are locked. That is just what happens in a Night at the Museum.
3. **Now and Then (PG-13)** - Clients will be able to relate to this coming-of-age movie telling the story of four strong women and their experiences during the unforgettable summer of 1970.
4. **The Parent Trap (PG)** - Whether you watch the 1961 and 1999 versions, The Parent Trap is a classic. This "separated at birth" story of twins, Hallie and Annie, and their conniving plan to get their parents back together is pure sweetness.

5. **Uncle Buck (PG)** - When the Russell family encounters a sudden crisis, they are forced to reach out to the estranged Uncle Buck, the black sheep of their Midwestern suburban family.
6. **Short Circuit (PG)** - "Johnny 5 is Alive!" When a lightning strike hits one of the experimental military robots, Number 5, he begins taking on human characteristics. STEM-loving clients will love this tech throwback of a movie.
7. **The Blind Side (PG-13)** - The Blind Side, based on a book depicting the life of Baltimore Raven Michael Oher, is an uplifting sports movie that focuses on the life of the once homeless high schooler and the Tuohy family who take him in.

Gardening

Planning, Budgeting, Exercise, Following Instruction

- Gardening - reducing and reusing (SoS3)– Source: kidsgardening.wpengine.com
- Re-potting plants– Source:
https://www.youtube.com/watch?fbclid=IwAR3QtdFoTtHBQbOU_HQUWmLjNGtP1wMB84LFTBBgh0-2pWaGNU15hMyIRs&edufilter=NULL&v=mlnm1HV7Iq8

Have you ever wondered if your plants are in the correct sized pots? Do your plants exhibit small leaves but grow tall? It may be time to repot your plants to make them healthier. Grow it Green brought to you by WMUR and UNH cooperative extension offers this free video, the topic being repotting plants.

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Name: _____

Getting Along With Others

Rate yourself on the following scale: *Always, Sometimes, Not so much*

Once complete, establish goals for improvement and determine how to reach those goals.

You use your interpersonal skills to get along with others. Where can you improve?	Always	Some- times	Not So Much
1. When playing, you don't disrupt others.			
2. Join games/fun when invited or ask politely.			
3. Share without being asked.			
4. Follow the rules when playing.			
5. Play fair and cooperate.			
6. Handle wins and losses graciously.			
7. Take turns.			
8. Act appropriate even when others do not.			
9. Support and help peers and friends.			
10. Give verbal support as needed.			
11. Help a friend in need.			
12. Join conversations appropriately.			
13. Show respect.			
14. Refrain from interrupting.			
15. Use good sportsmanship.			
16. Use appropriate body language.			
17. Use appropriate language and tone.			
18. Respect the rights of others.			
19. Identify acceptable methods to resolve conflict.			
20. Respect the personal space of others.			
21. Show empathy and know when to show empathy.			
22. Know when to seek guidance in social situations.			

ACTIVITY 1
Guess My Emotion

Cut out one set of emotions per group so each Explorer will receive two emotions. Instruct participants not to show their papers to anyone else.

Happy	Frustrated
Mad	Sleepy
Bored	Impatient
Sad	Nervous
Confident	Lying

ACTIVITY 2
Find My Group

Happy	Frustrated	Sad
Mad	Sleepy	Nervous
Bored	Impatient	Confident
Lying		

Garden Activities- Reducing, Re-using and Recycling in the Garden

By Annie Warmke, 2016

Gardening is naturally an activity that lends itself to reducing, re-using, and recycling. In any garden, the first goal needs to be to reduce what we use. Next, we should recycle, especially by composting as much plant material as possible. Finally we should strive to find ways to reuse items that would otherwise be discarded. Below you will find a few tried and true ideas from Annie Warmke Advisory Board member and co-owner of Blue Rock Station, a sustainable living center in Philo, Ohio. About the Author: Annie is co-owner of Blue Rock Station, a sustainable living center in Philo, Ohio. She also teaches gardening workshops in elementary and secondary education settings.

Ideas for reducing, reusing, and recycling in the garden:

Canning Jar Lids:

- Make a hole in used canning jar lids and thread with heavy string. Hang these in the garden to spook birds and deer and help keep them out of the garden.
- Nail used canning jar lids to a stick to create plant markers; paint or use permanent marker as needed to write plant names, dates of planting, germination time, etc.

Tin Cans:

- You can use the tops and bottoms of tin cans to scare birds and squirrels out of the garden, by punching a hole in them and tying them to a post or tree branch. (Be careful when handling the lids; their edges are sharp!) When they move in the wind, the wild animals are spooked.
- Cover coffee cans with wallpaper samples or contact paper to create lovely vases to offer to a friend filled with flowers.
- Tin cans make handy and durable seed scoops for wild birdseed and or scooping compost into pots for seed starting.

Campaign Signs:

- Metal hoop sign frames from campaign signs work well to support short vegetables. The wire is stronger than regular coat hangers.

- You can also use them to make short tents to protect your plants from the cold by covering with garden cloth or an old towel.

Small Food Jars:

- Nail the screw lids of small food jars to a square of plywood. Nail the board to the underneath side of a garden workbench. Fill the jars with seeds, twist ties and other tiny items from the garden. If you fill these with seeds you will want to place the jars in a dark location or paint the jars black until you are ready to plant.

Metal Baskets:

- Use them under a cover cloth over tender seedlings on a really cold night or light frost so they don't get smashed in case it rains.

Plastic Sandwich Bags:

- Stick plant cuttings into used plastic bags to be rooted, then add some water. Zip them mostly closed and hang them from a curtain rod or clothes line with clothes pins. You can see when roots have formed.

Soda bottles or milk jugs:

- Wash and dry; cut the bottom 1/3 off. Bury the neck of the bottle down in the ground next to a plant that requires a lot of water (tomatoes, pumpkins). Fill with water daily. This gets the water right to the roots.
- Vases rarely fit in the cup holder of the car. So when taking someone a bouquet, use a

soda bottle to hold the flowers until you get there, then put them in the proper vase.

- Cut off the bottom of a gallon milk jug, and use for paint trays or seed starter trays.

Grocery Store Bags:

- Hang grocery store plastic bags from the tie on a garden apron for stashing weeds that have gone to seed, diseased plants, trash or whatever until you get back to trashcan...saves a lot of steps.

Old Feather Pillows:

- On a dry day, place a handful out on a piece of cardboard - birds will use to build nests. If they blow away, don't worry, the birds will find them! (PLEASE, do not use dryer lint for nesting material...it gets wet and dries hard. It would be great added to a compost pile, though.)

Pieces of string and twigs:

- Hang around the yard in old falling apart baskets for birds to use as nesting material.

Waste Paper:

- Newspaper and all unneeded mail can be composted. Worms love it! Cover with grass clippings and eventually the worms will find it and over time the paper will rot. Start a worm-composting project with just a small garbage container. The "worm castings" left by the worms, make free rich fertilizer for plants.

Cereal Boxes:

- Cut cereal boxes up to create great little organizers for seed packs, cards, or desk drawer dividers.

Junk Mail Envelopes:

- Use junk mail envelopes for seed collecting.

Old CD's:

- Use them as sun catchers, or bird-detractors (only in the berry patch).

Coffee Filters:

- Use them over and over for collecting and drying seeds, and when they won't stand up anymore, use them for sprouting seeds in plastic bags.

Toilet Paper Tubes:

- Use to start seeds. Cut one end into 4-inch long sections and fold it under to make a bottom for the pot. Fill with dirt and seeds. Plant the entire tube outside later. Great for sensitive-root things like morning glories or cypress vines. They can get moldy, so either give them more light or transfer them outside, with a cover if it's cold.

Old Carpet Remnants:

- Uses as weed barriers under a layer of mulch for pathways...thick layers of cardboard, and old newspapers.

Old Tube Socks:

- Old socks can be cut into strips and used to tie up tomato plants.

Newspaper:

- You can make seed starter pots from newspaper by wrapping two or three strips (about 3x12 inches) around the sides of a can, like a soup can, fold the bottom down over the bottom of the can, tape the bottom, tape the side, then slide it off. They hold up quite well through watering and can be planted right in the soil.

Used Dryer Sheets:

- Place them in the bottom of pots to keep the soil from running out or slugs entering to harm plant roots.

Umbrellas:

- Use to shade your tiny plants if you must plant them on a sunny day.

Safety Skills

Home Safety

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

- Kitchen Safety Activity (SaS1) – Source: prevention1st.org
- Emergency Preparedness (SaS2) - dps.mn.gov
- Kitchen Fires Safety Tips – Source: allaboutmanners.wordpress.com and dreamstime.com (image).

- More fires start in the kitchen than in any other place in the home. Two of every five home fires start there.
- Cooking fires are common – and deadly. On average, they cause 44 percent of home fires, 15 percent of home fire deaths and 38 percent of home fire injuries each year.
- Multitasking while cooking is not a good idea. Unattended cooking is the leading cause of cooking fires, responsible for one-third of them.
- Frying is the #1 activity associated with cooking fires. Cooking oil or grease can easily catch fire if it gets too hot – and because frying is typically done in an open pan, a fire can spread easily once it starts.



- The most common equipment involved in home cooking fires? Ranges or cooktops, which accounted for 58 percent of fires. Ovens accounted for 16 percent.
- An electric range is more dangerous than a gas range. That's because, with an electric range, it may be less obvious that a burner is on – and because burners on electric ranges stay hot for a period of time even when turned off.
- Microwave ovens are more dangerous than you think. They're one of the leading home products associated with scald burn injuries, accounting for 44 percent of the microwave injuries seen in emergency rooms in 2011.
- What you wear while cooking makes a difference. Though loose clothing was the item first ignited in only 1 percent of home cooking fires, these incidents accounted for 16 percent of cooking fire deaths.
- Taking matters into your own hands can make matters worse. Three out of five people who were injured during cooking fires were injured while trying to fight the fire themselves.

Fortunately, there are steps you can take to keep your family safe.

1. Cook only when you're alert – not when you're exhausted.
2. Keep an eye on what you fry. If you have to step away from the stove, turn it off.
3. Keep things that can catch fire – such as dish towels, potholders and paper towels – away from the stove. And avoid cooking in your bathrobe – the loose sleeves can catch fire easily.
4. Keep hot things away from the edges of tables and counters.
5. Open microwaved food slowly, and keep the food away from your face.
6. Keep pets off cooking surfaces.
7. Install smoke alarms in the kitchen, outside each sleeping area, inside each bedroom, and on every level of your home (including the basement).
8. If you have a fire, just get outside, stay outside and call the fire department.

Self-Management Strategies

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

- Emotional Intelligence – Source: <https://www.youtube.com/watch?edufilter=NULL&feature=youtu.be&v=hlfPjCviTxA>
View the “Emotional Intelligence in the Workplace video” with your client. Explain how emotional intelligence is not only effective in the workplace, but also at home and in the community.

Once the video is finished teach your client about emotional intelligence using the following information.



What Is Emotional Intelligence? - Source: mindtools.com

We all have different personalities, different wants and needs, and different ways of showing our emotions. Navigating through this all takes tact and cleverness – especially if we hope to succeed in life. This is where emotional intelligence becomes important.

Emotional intelligence is the ability to recognize your emotions, understand what they're telling you, and realize how your emotions affect people around you. It also involves your perception of others: when you understand how they feel, this allows you to manage relationships more effectively.

Characteristics of Emotional Intelligence:

In his book titled "Emotional Intelligence - Why It Can Matter More Than IQ" 1995, Daniel Goleman, an American psychologist, developed a framework of five elements that define emotional intelligence:

1. Self-Awareness – People with high emotional intelligence are usually very self-aware. They understand their emotions, and because of this, they don't let their feelings rule them. They're confident – because they trust their intuition and don't let their emotions get out of control. They're also willing to take an honest look at themselves. They know their strengths and weaknesses, and they work on these areas so they can perform better. Many people believe that this self-awareness is the most important part of emotional intelligence.
2. Self-Regulation – This is the ability to control emotions and impulses. People who self-regulate typically don't allow themselves to become too angry or jealous, and they don't make impulsive, careless decisions. They think before they act. Characteristics of self-regulation are thoughtfulness, comfort with change, integrity, and the ability to say no.
3. Motivation – People with a high degree of emotional intelligence are usually motivated. They're willing to defer immediate results for long-term success. They're highly productive, love a challenge, and are very effective in whatever they do.
4. Empathy – This is perhaps the second-most important element of emotional intelligence. Empathy is the ability to identify with and understand the wants, needs, and viewpoints of those around you. People with empathy are good at recognizing the feelings of others, even when those feelings may not be obvious. As a result, empathetic people are usually excellent at managing relationships, listening, and relating to others. They avoid stereotyping and judging too quickly, and they live their lives in a very open, honest way.
5. Social Skills – It's usually easy to talk to and like people with good social skills, another sign of high emotional intelligence. Those with strong social skills are typically team players. Rather than focus on their own success first, they help others develop and shine. They can manage disputes, are excellent communicators, and are masters at building and maintaining relationships.

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- 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

- What's surprised you the most about your life or life in general?
- What can you learn from your biggest mistakes?
- I feel most energized when...

- 10 Minute Relaxation Breathing Exercise – Source: greatist.com

Controlled breathing exercises can help keep your mind and body in shape, by helping to lower blood pressure, promote feelings of calm and relaxation, and relieve stress.

This Week's Breathing Exercise

Nadi Shodhana or "alternate nostril breathing"

Source: greatist.com

Experiencing major deadline pressure at work? Try alternate nostril breathing to refocus and reenergize. According to Pacheco, it can help and make you feel more awake and alert. "It's almost like a cup of coffee," she says.

How to do it: Start by sitting in a comfortable meditative pose. Hold out your dominant hand and press the tips of your pointer and middle fingers into your palm, leaving your ring finger, pinky finger, and thumb extended. Bring your hand up in front of your face and press your thumb on the outside of one nostril. Inhale deeply through your open nostril. At the peak of your inhalation, release your thumb, press your ring finger on the outside of your other nostril, and exhale.

Continue this pattern for 1–2 minutes before switching sides so that you inhale through the nostril that you originally used to exhale, and vice versa. Spend equal amounts of time inhaling and exhaling through both nostrils.



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KITCHEN SAFETY ACTIVITY

Overview:

More fires start in the kitchen than in any other room. The oven is relatively safe since it is closed when we cook. But we must know how long to cook the food and then set a timer to remind us. If a fire starts in the oven because something spills, turn off the oven and leave the oven door closed.

Cooktops get very hot, cook food fast, and are open. They are the leading source of cooking fires, especially when frying.

Objectives:

Clients will be able to identify hazards in the kitchen, e.g. grease on the stove, paper near the stove, loose sleeves.

Resources/Props/Preparation:

- Kitchen objects and pictures of objects that reflect common hazards: plastic spoon, toaster, wooden spoon, towel, pot.
- Shirt with loose sleeves
- Chef's hat optional

The Lesson:

- Set up a "kitchen" w/ common household objects & pictures of objects to show common hazards:
 - Plastic spoon on a toaster.
 - Wooden spoon and towel next to a burner.
 - Pot handle sticking out.
- Staff dresses like a chef with baggy sleeves to show the danger of cooking with loose fitting garments.
- Ask clients to file through the "kitchen," keeping quiet about what they see
- After all clients have looked, ask client to identify a fire hazard they saw.
- Review why these things are hazards:
 - If something spills, it can catch fire.
 - If we cook on too high a heat, or for too long, food can catch fire.
 - If papers (like recipes), clothing (loose sleeves), or oven mitts get too close to the burner they too can burn.

Review what to do to prevent these hazards:

- o Keep anything that can burn away from the cooktop
- o Wear tight or short sleeves.
- o Clean off grease (which can catch fire).
- o Don't leave the kitchen when cooking with the cooktop.

<http://prevention1st.org/wp-content/uploads/2016/07/Before-The-Fire-Prevention-Works-1.pdf>



Family Emergency Phone List

In an *emergency* always call: 9-1-1

Home phone number:

Name:

Cell:

Work:

Name:

Cell:

Work:

Relative or Neighbor:

Other trusted person: (Somebody you know well)

Address:

Family Meeting Place: *Away from home*

Decision-Making Skills

Art & Crafts

Processing, Decision Making, Supply Management/Planning

- Sun Prints (DMS1) – Source: pbs.org
- Giant Paper Dahlias (DMS2) – Source: hgtv.com

Here is a tutorial on how to create giant paper dahlias: DIY Giant Paper Dahlia – Source: <https://youtu.be/vWfcel2oxSU>

- Marker and Rubbing Alcohol Art on a Canvas (DMS3) – Source: instructables.com
- Here is a tutorial on how to create using Sharpie Marker ink to paint– Source: <https://www.youtube.com/watch?edufilter=NULL&v=TwE78P0-Q3A>

Daily Activity Planning

Planning Day, Choice, Researching Information

- Travel Mad Libs Activity (DMS4) – Source: woojr.com
- Decision Making Puzzles (DMS5) – Source: Wild Delight Activity Book
- Fun Nature quiz (DMS6) – Source: Wild Delight Activity Book
- Activity Satisfaction Evaluation– Source: inclusiverec.org

Some people would argue that evaluation after an activity is equally as important as activity planning. One way to evaluate the effectiveness of an activity is to ask participants to complete a survey. Here is an example of questions that you can ask client's after completing an activity.

1. What kinds of activities did you complete?
2. What were your feelings toward participating in these activities at the beginning?
3. Did you enjoy yourself?
4. Were you able to participate in activities?
5. Were there activities that you wished had been included?
6. How did you feel about the activities you participated in after completing?

Board Games

Decision Making, Critical Thinking

- Clue, the board game– Source: howdoyouplayit.com
- Don't have the game?** No problem. We have provided printable versions of the components needed to play. (DMS7)

In the classic murder mystery game, Clue, Mr. Boddy is found dead inside of his mansion. The object of the game is to determine the killer, the murder weapon, and the room in which the crime occurred.

SET UP:

Look on the board to see which suspect's name is closest to you. Take the corresponding token of the suspect nearest you and place it onto the start square. Even if there are not six players, move the remaining suspect tokens onto the board.

Take turns placing a weapon into a room of the mansion. Don't place two weapons in the same room.

Place the empty "Case File CONFIDENTIAL" envelope onto the "X" on the center of the board.

Divide the deck of cards into three smaller piles– Weapons, Rooms, and Suspects. Place them face down

onto the table. Take one card from each of the three piles (without looking at them) and place them into the "Case File CONFIDENTIAL" envelope. Shuffle the remaining cards together and deal them clockwise around the table, face down.

Grab a Detectives Notepad. Use the notepad to write down clues throughout the game, but don't let the other detectives see your notes, after all one of them could be the killer!

Miss Scarlet always goes first. Play continues clockwise. If no player controls Miss Scarlet, choose another suspect to go first.



DIRECTIONS:

You want to move to a different room in the mansion on every turn. Roll the die and move your token the corresponding number of spaces. You can change directions as often as you like, as long as you still have moves left on the roll, but you can't cross over the same tile more than once on a single turn. Additionally, you may not land on a square occupied by another suspect.

If you are in a room with a secret passage, you may move through the secret passage instead of rolling, simply announce your play at the beginning of your turn.

Entering and Exiting a Room:

There are special rules for entering and exiting rooms. First, once you pass from one room to another, you may not move further, even if you have moves left on your roll. Second, you cannot pass into a room that is blocked by another suspect token. It will sometimes happen that both the entrance and exit of a room are blocked, in which case, you can't leave the room until someone moves on their turn. Further, you may not enter, and then re-enter a room on the same turn.

Suggesting Suspects/Rooms/Weapons:

When you enter a room, make a suggestion to help solve the murder. To make a suggestion, move a suspect token and a weapon token into a room on the board, and suggest that they committed the crime with that weapon in that room. You can only suggest that the murder occurred in the room you presently occupy.

You can make suggestions about items / rooms / suspects in your hand.

You may only make a suggestion upon entering a room, and can't make multiple suggestions by entering/exiting a room on a single turn.

You can't forfeit a turn to remain in a room (so you could make another suggestion their next turn), but if you are blocked in a room by other tokens, you must stay in the room.

If your token was moved into a room, you may either roll or make a suggestion for that room on your next turn (because you will have entered the room).

You can make suggestions for suspect/weapons that are already in the room you occupy.

There is no limit to the number of weapons and suspects that can be in a single room.

Proving and Disproving Suggestions:

Once you make a suggestion, your opponents attempt to prove the suggestion false, beginning with the player to your left. That player looks at their cards for one of the three cards that you just named, and if they have at least one of them, they must show you (and only you) the matching card of their choice. If the player on your left is unable to disprove your suggestion, the next player must attempt to do so. Once a player shows you a card that matches one in your suggestion, cross that card off of your detective notepad.

Making an Accusation and Winning:

When you think you've solved the mystery, you can make an accusation. Unlike suggestions, you don't have to be occupying a room to make an accusation that the crime occurred in there. You make an accusation by stating that you "accuse (suspect) of committing the crime in the (room) with the (weapon). You are allowed to make both a suggestion and an accusation on the same turn, but keep in mind, if you are wrong on your accusation, you are unable to move further and cannot win the game (though you still try to disprove the other players suggestions). When you make your Accusation, look at the three cards in the envelope. If you are correct, you win the game. If you are incorrect, you cannot win the game.

Note: If your token is in a door way and you make a false accusation, move it into the center of the room to free up the passage way.

- Interpret This (DMS8) - Source: gadgetgrasp.com
- Play a Scent Memory Game – Source: pbs.org

Put your nose to the test with this scent matching activity! Our sense of smell is called olfaction. By using your sense of smell, you can investigate and distinguish between different objects and materials.

MATERIALS:

- Three or four objects with pungent smells (examples: pickles, shampoo or toothpaste, orange peel, bananas, coffee grounds)
- Jars, glasses, or plastic cups
- Plastic wrap
- Pencil
- Blindfold or scarf
- Labels (optional)

DIRECTIONS:

Step 1: Before you get started, talk about smells. What are some strong smells you can name? What are some of your favorite and least favorite smells? Do different places have different smells?

Step 2: Play a smell “matching game.” The objective is to smell each jar while blindfolded and then match the two jars that have the same smell. Place the jars in two rows. In the first row, add one object to each jar. Repeat this process with the jars in the second row.

Step 3: Cover each jar with plastic wrap and puncture a few holes in the top with your pencil. Mix up all the jars so that you don't know which is which.

Step 4: Put a blindfold on your client and ask them to pick up and smell each jar. When they find to that match, set them aside until they have matched all the smells. Try to match the same set of smells together.

Step 5: Try it again with different scents!

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Make Sun Prints

When sunlight interacts with light-sensitive paper, it changes the color of the exposed paper and leaves a silhouette (like a shadow) of any object placed on top of the paper. In this activity, observe the sun's energy while also experiencing nature and making art!

Materials:

Sun Art paper kit (available in craft stores/online)
clear acrylic sheet (Comes in sun print kit)
Outdoor objects (e.g. leaves, sticks, flowers)

Tub of water
Lemon juice (optional)
Book for pressing (optional)

Directions:

Step 1: Explore your yard or a nearby park and search for objects to use in your sun prints. Find objects with unique shapes or sharp edges to create silhouettes on the photo paper.



Step 2: In a shady area, arrange your objects on sheets of sun art paper.

Step 3: Press the clear acrylic sheet that comes with the paper kit on top of the objects before taking them into the sun. The sheet will hold the objects in place so they don't blow away or move around during the exposure time.



Step 4: Leave the paper in the sun for three to five minutes, or until it turns a very light blue.



Step 5: Put the papers into a tub of water for one minute. To turn the images a deeper shade of blue, add a few drops of lemon juice to the water (as suggested on the package).



Step 6: After the prints have soaked for one minute, let them dry on a towel or hang them up with clothespins. Once completely dry, you can press them in a book for a day or so to make sure they stay flat.



How to Make Giant Paper Dahlias

By: Marianne Canada

Materials:

scrapbook paper or construction paper
ruler
cardboard circles
scissors or paper cutter
double-sided tape



Directions:

Step 1: Cut the scrapbook paper into 60 4-inch squares using the scissors or paper cutter.

Step 2: Now it's time to assemble the paper cones.

Step 3: Put a strip of double-sided tape on the top end of a 4-inch square of scrapbook paper.

Step 4: Bring the opposite corner about halfway across the square.

Step 5: Secure the taped side atop the opposite corner.

Step 6: Repeat with remaining paper squares.



Step 7: Once the cones are complete, it's time to assemble the flower.

Step 8: Start by flattening the bottom inch of the cone with your fingers.

Step 9: Apply a layer of double-sided tape to the outside of the cardboard circle.

Step 10: Place the cones on the tape about a finger-width apart.

Step 11: Add more tape inside the first ring of cones and nestle the second layer of cones in between the first layer.

Step 12: Repeat until you reach the center of the cardboard circle.



How to Make Marker and Rubbing Alcohol Art on a Canvas

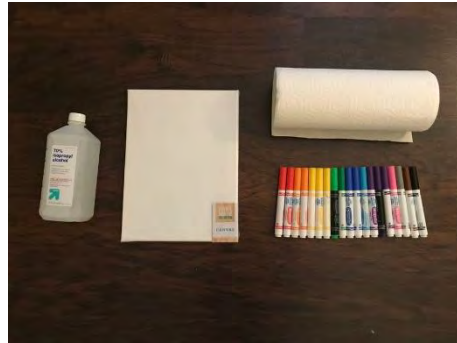
By annalie.salski



Materials:

- white canvas (whatever size you want)
- rubbing alcohol/ Isopropyl alcohol
- paper towels
- markers (Sharpie or non sharpie)
- plastic cups to hold the rubbing alcohol
- 1/3 measuring cup

* The size of your canvas demonstrates how much of the canvas you need to color & how much rubbing alcohol you need.



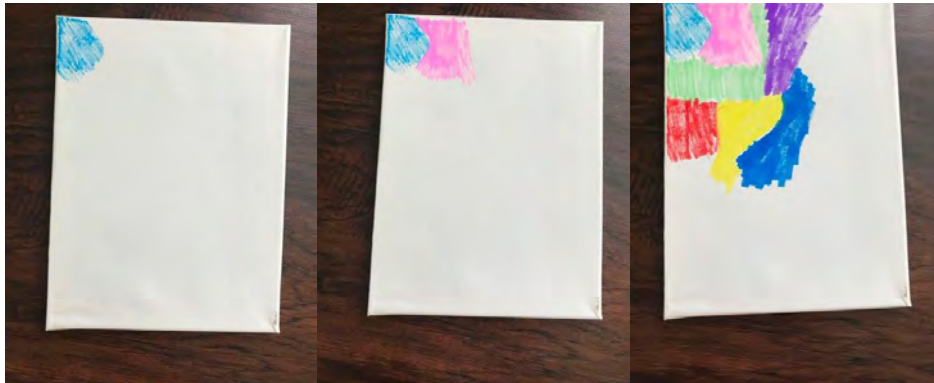
Directions:

Step 1: Gather all your materials.

Step 2: Draw on your canvas.

Please note: You can draw shapes, sizes, or just scribble back and forth. By scribbling (moving your marker vertically, or horizontally on one section, or all of the canvas.)

Scribble on your canvas with different colors. After you pour the rubbing alcohol on, the colors will mix together and look like a watercolor painting and the shapes will not turn out how they started.



Step 3: Put the paper towel on top of the table or surface that is underneath your canvas. put paper towel around the canvas to prevent rubbing alcohol leaks and messes.

Step 4: Pouring the Rubbing Alcohol Over Your Drawing



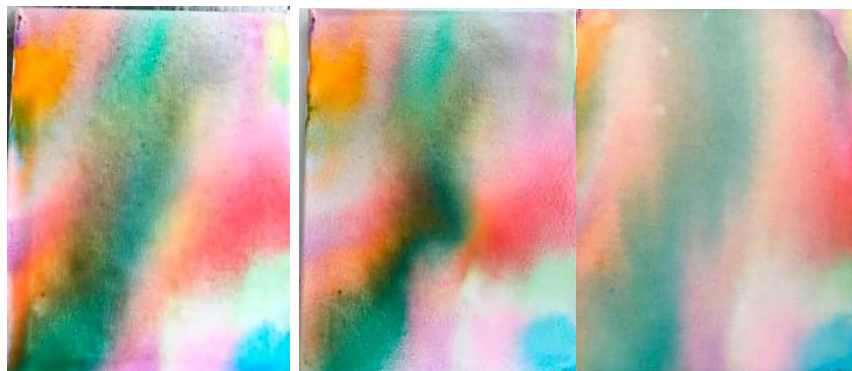
Pour a decent amount of rubbing alcohol into the cup. Start by slowly pouring the liquid across the canvas. Keep going in sections. Take your time as you do not want to spill the rubbing alcohol. Cover the whole canvas until it is completely coated.

Step 5: Moving the Canvas



Tilt your canvas in different directions (L, R, U,D) to even out across the canvas.

Step 6: Waiting 4-5 hours or overnight for Your Canvas to Dry



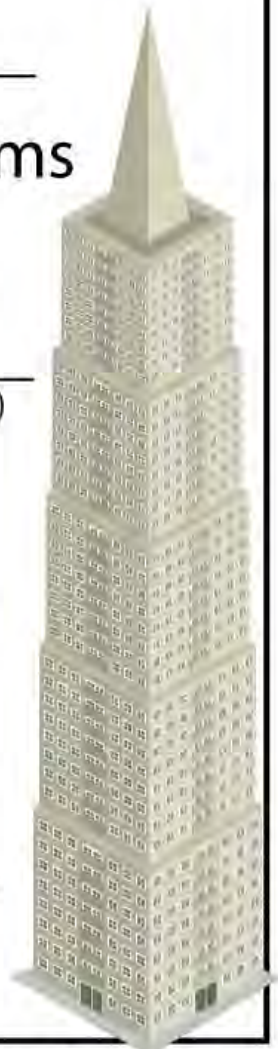
<https://www.instructables.com/id/How-to-Make-Marker-and-Rubbing-Alcohol-Art-on-a-Ca/>

Traveling to the Big City



The _____ city is a _____ place to
(adjective) (adjective)
_____ to because there's so much to do!
(verb)



There are so many _____ buildings
(adjective)
and sights to _____. You can _____ a
(verb) (verb)
_____ at the theater, where people
(noun)
_____ and _____ to _____
(verb) (verb) (adjective)




music. There are all kinds of museums
to visit, like the _____
(adjective) (noun)
museum or the _____
(adjective) (plural noun)
museum. I like going to the zoo
when I visit the city, where we can
see animals like _____,
(plural noun; animals)
_____ or my favorite,
(plural noun; animals)
the _____
(adjective) (plural noun; animals)






WHAT DO GROSBEAKS LIKE TO EAT?

①  +  +  =

②  +  - K =

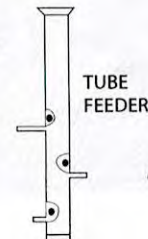
③  + PH +  +  =

④  +  +  =

⑤  +  + EEE =

⑥  +  + N + S =

HIDDEN PICTURES



Answers: 1. Sunflower Seeds, 2. Cherries, 3. Safflower Seeds, 4. Peanuts, 5. Cranberries, 6. Raisins

FUN QUIZ

1. In which direction do birds fly when the weather turns cold?

- A. north
- B. south
- C. east
- D. west



2. The cardinal is the state bird of

- A. Indiana and Illinois
- B. Kentucky and Ohio
- C. Virginia, West Virginia and North Carolina
- D. all of the above



3. True or False: Birds need to eat healthy food just like people.

4. Birds like ...

- A. seeds
- B. fruit
- C. nuts
- D. all of the above



5. Name four of the five NFL football teams that are named after birds.

FUN QUIZ

6. Name the highest flying birds:

- A. Eagles
- B. Condors
- C. Geese



7. Different species of birds often hang around and travel together. Why is this?

- A. some are better than others at spotting food
- B. some are better than others at spotting trouble
- C. many birds just like having their friends around
- D. all of the above

8. Which three Major League Baseball teams are named after birds?

9. When birds leave food below your feeder, it's because:

- A. it smells odd
- B. it looks odd
- C. they just don't like it



10. Some birds have been known to live as long as 50 years or more. Which species do you think lives the longest?

- A. Owls
- B. Ravens
- C. Robins

Answers: 1. B, 2. D, 3. True, 4. D, 5. Baltimore Ravens, Arizona Cardinals, Atlanta Falcons, Philadelphia Eagles, Seattle Seahawks.

Answers: 6. A, 7. D, 8. Baltimore Orioles, Toronto Blue Jays, St. Louis Cardinal, 9. C, 10. A

CASE FILE

Mark off the suspects, locations, and weapons as you discover them. Once you have narrowed it down to one for each category make your way to an Investigation Square and Solve the Case!

SUSPECTS

- Miss Gold
- Milo Mustard
- Madame Plum
- Gregory Green
- Benjamin Blue
- Miss Peach
- Miss Scarlett
- Eliza Black
- Sammy Silver
- Mr. Tanner

LOCATION

- The Bedroom
- The Lounge
- The Dining Room
- The Ballroom
- The Kitchen
- The Gardens
- The Billiard Room
- The Library
- The Wine Cellar
- The Conservatory

WEAPON

- Knife
- Wrench
- Poison
- Candlestick
- Rope
- Tire Iron
- Pistol
- Lead Pipe
- Axe
- Statue

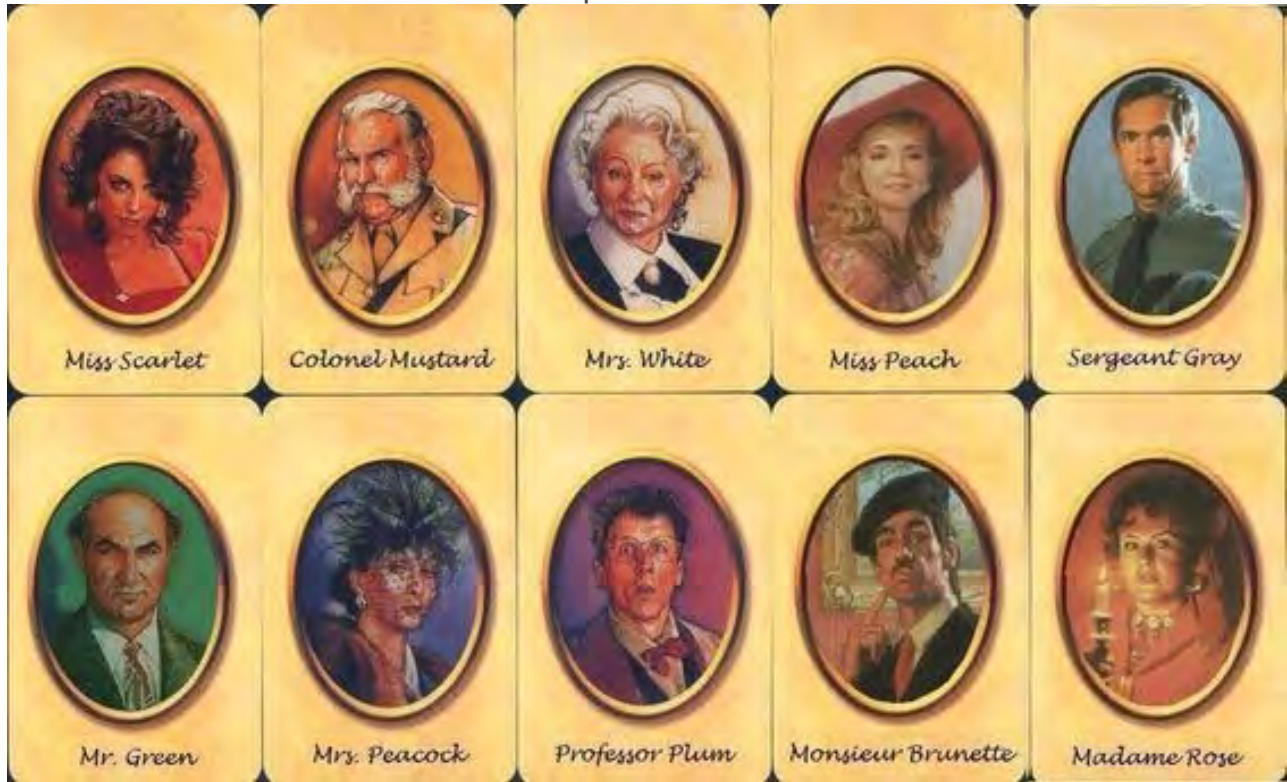
<https://www.printplaypartygames.com/Clued-In-Murder-Mystery-Board-Game.html>

Weapons Game Pieces

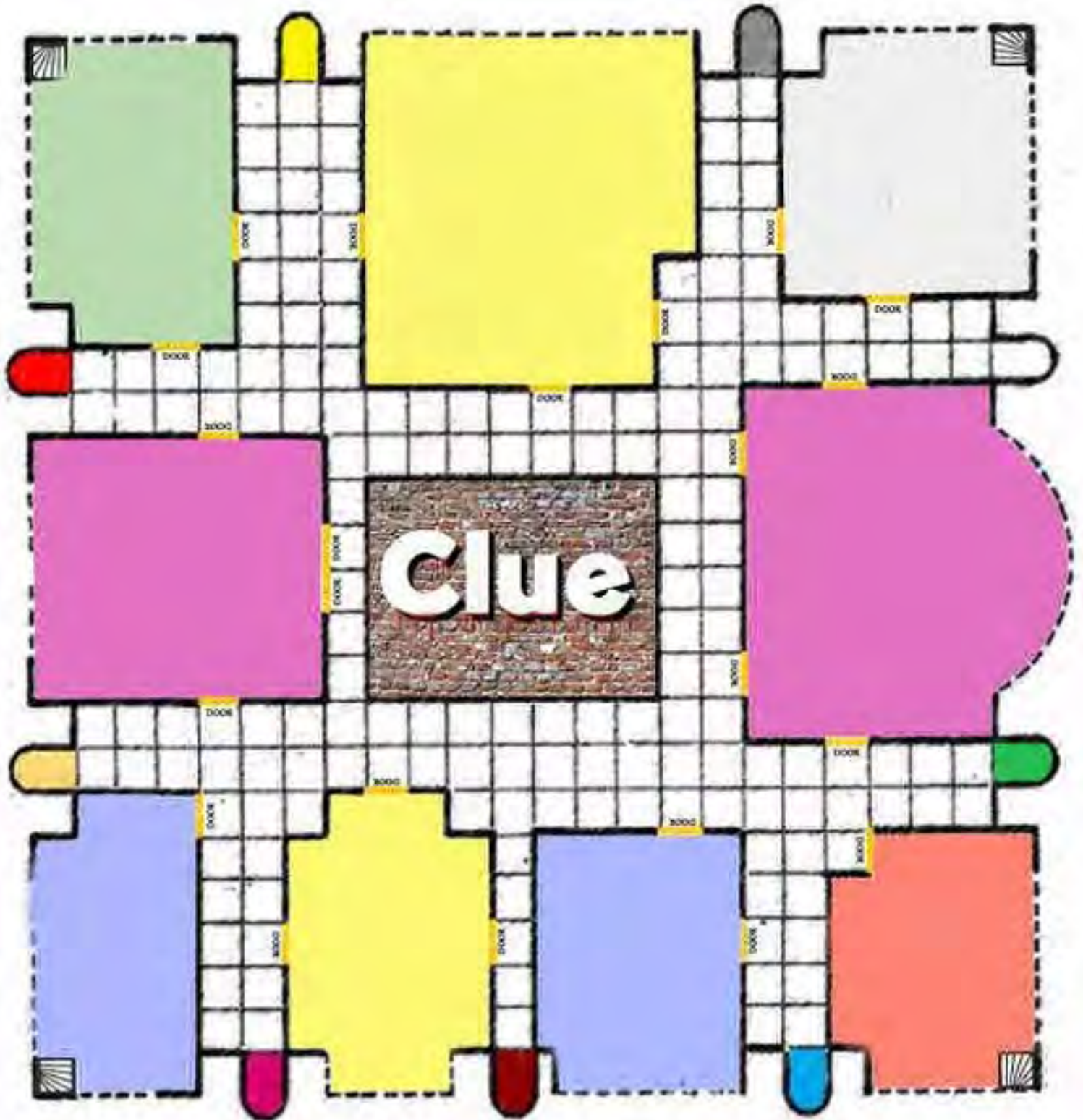


<https://www.greatrace.com.au/blog/how-to-host-a-cluedo-party/>

Suspect cards

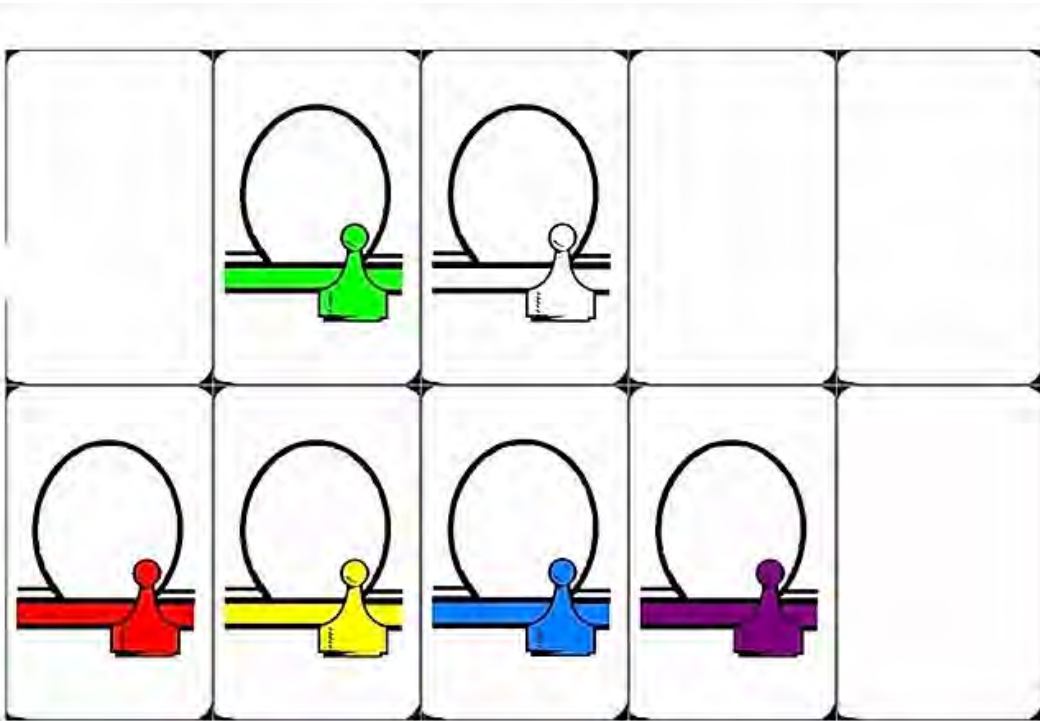


<https://www.greatrace.com.au/blog/how-to-host-a-cluedo-party/>

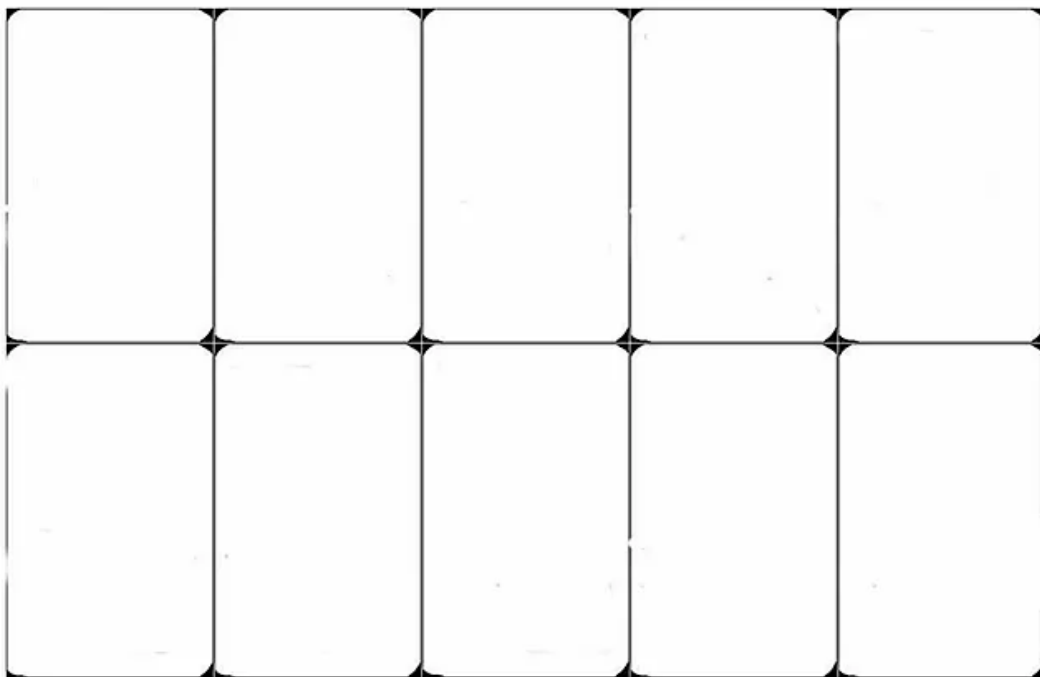


<https://mesalisbury.wixsite.com/thepodunklibrarian/single-post/2017/03/14/Make-Your-Own-Board-Game>

Game Pieces



<https://mesalisbury.wixsite.com/theodunklibrarian/single-post/2017/03/14/Make-Your-Own-Board-Game>



Score Card

INTERPRET THE FOLLOWING:

1 <div style="border: 1px solid black; padding: 5px; display: inline-block;">SAND</div>	2 $\frac{\text{MAN}}{\text{BOARD}}$	3 $\frac{\text{STAND}}{\text{I}}$	4 R E A D I N G
5 $\frac{\text{WEAR}}{\text{LONG}}$	6 R ROADS A D S	7 ↓ T O W N	8 CYCLE CYCLE CYCLE
9 LE VEL	10 O M.D. P.H.D. B.S.	11 KNEE LIGHTS	12 $\frac{\text{III I}}{\text{OO}}$
13 CHAIR	14 DICE DICE	15 H O U T ↓ H O U T	16 $\frac{\text{GROUND}}{\text{FEETFEETFEETFEETFEET}}$
17 $\frac{\text{MIND}}{\text{MATTER}}$	18 HE'S/HIMSELF	19 ECNALG	20 DEATH/LIFE
21 $\frac{\text{G.I.}}{\text{C C CC CC}}$	22 — PROGRAM	23 R I S E O F B C	24 YOU JUST ME

1. Sandbox 2. Man Overboard 3. I Understand 4. Reading Between the Lines 5. Long Underwear 6. Crossroads 7. Downtown 8. Tricycle 9. Split Level 10. 3 Degrees Below Zero 11. Neon Lights 12. Under-Eye Circles 13. Highchair 14. Paradise 15. Touchdown 16. Five Feet Underground

Nutrition & Healthy Lifestyle

Exercise

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

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

- Tai Chi
 - Free Tai Chi to Improve Immunity and Reduce Stress (Tai Chi for Rehabilitation)
<https://youtu.be/XTMNOryNEPQ>
 - Seated Tai Chi Exercises – Easy to Follow – 15 minutes
https://youtu.be/_lKO03x_50U
<https://dailycaring.com/seated-tai-chi-for-seniors-3-simple-routines-improve-flexibility-and-well-being-video/>
- Online Yoga Classes
 - Yoga for your mind (NHL1) – Source: WomenWhoRunIt.com
 - Chair Yoga Practice with Marissa
<https://youtu.be/nAaIZyBhuko>
 - Yoga Stretches with Sherry
<https://youtu.be/aeFoD9C1Fmo>
- Zumba
 - New Thang (The Works Remix) - Zumba Warm Up
<https://youtu.be/YlfhAZC5UcE>
 - That Man by Caro Emerald Zumba Jazz Routine. Works great for Gold too!
<https://youtu.be/XHAVwxkpXJY>
 - Zumba Gold: Chair Routine
<https://youtu.be/1eUmRwRyWD8>

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:

NEW: <https://stayworkplay.org/play/hiking-and-walking-trails-new-hampshire/>
<https://trailsnh.com/>

From past editions:

<https://hikingandfishing.com/blog/new-hampshire/>
<https://www.nhstateparks.org/activities/hiking/trail-maps-and-information>
<https://wildlife.state.nh.us/trails/>
<https://www.visit-newhampshire.com/state/walking-and-hiking/>
<https://www.alltrails.com/us/new-hampshire>
<https://www.hikingproject.com/directory/8009200/new-hampshire>

This week's hiking activity:

- Bird Diary (NHL2) – Source: Wild Delight Activity Book

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

- My Healthy Plate Tips Activity (NHL3) – Source: nourishinteractive.com
- Healthy Plate: Balancing Carbs, Protein and Fat (NHL4) – Source: thecircular.org

Cooking

Cooking safety, chopping, utilizing appliances

- Internal Temperatures (NHL5) – Source: exploreanimalhealth.org
- Health 101: What are the components of health?
<https://www.youtube.com/watch?edufilter=NULL&v=24gg4Jmr1CI>
- Kitchen Cleanliness Guidelines – Source: Utah Education Network

Make sure you follow the guidelines for kitchen cleanliness to avoid food-borne illnesses and to make your food preparation environment a pleasant place to work.

- Wash counter tops, tables and other work surfaces before you begin cooking.
- Keep work surfaces and utensils clean as you work. Wipe up spills right away. Thoroughly clean utensils—and the cutting board—after each use.
- Wash pots, pans, and dishes in hot soapy water as soon as possible after using them.
- Wash tools and utensils that have been used on raw foods before you use them on cooked foods.
- Change dish towels and hand towels often.
- Dispose of all food wastes properly. Remove garbage from the kitchen often— at least once a day—and clean the garbage can often.
- Clean up well after food preparation. Be sure work surfaces have been washed and dried. Don't forget to sweep crumbs from the floor.



Self-Regulation Skills

Practicing Self-Regulation Skills (DBT), Meditation

- Guided Meditation for Grounding with Michelle
https://youtu.be/qtMhbQ1T_n4
- DBT Workbook (NHL6) – Source: RecTherapyToday.com
A continuation of last week's DBT practice

Self-Care

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

- Spring Self Care (NHL7) – Source: Blessing Manifesting
- COVID-19 Coping Strategies – Source: <https://youtu.be/v8D4anrAAqw>
Here are some helpful COVID-19 Coping tips brought to you by Psych Armor Military Families
- Make a Mindful Self-Care Plan– Source: Good Life Therapeutic Recreation Services Operational Manual
 - How do you cope now?
 - What do you do for yourself now?
 - How can you maintain self-care?
 - How can you use self-care in an emergency?
 - How can you follow through and schedule a self-care plan?

Self-care can be activities or actions that relate to our emotions, body, spirit, relationships, mind, and work.

- Brushing your teeth
- Showering
- Getting the right amount of sleep
- Using deodorant
- Being mindful
- Taking "me" time
- Relaxing
- Doing a leisure activity that you enjoy
- Eating nutritiously
- Meditating
- Yoga

- The Dos and Don'ts of Wearing a Mask – Source: [verywellhealth.com](https://www.verywellhealth.com)



Housekeeping

Following Instruction, Communication

- Housecleaning (NHL8) – Source: [maids.com](https://www.maids.com)
- Housekeeping Olympic Games – Source: <https://facilityexecutive.com/2016/08/friday-funny-housekeeping-olympic-games/>

This article provides some ideas and instructions for a few Housekeeping Olympic events, courtesy of the International Executive Housekeepers Association (IEHA)

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Yoga for your mind

Besides helping out your **stressed** mind, what other benefits do these 10 yoga poses provide?

Child's Pose (Balasana)



- gently stretches the hips, thighs, and ankles
- relieves back and neck pain when done with head and torso supported

Bridge Pose (Setu Bandha Sarvangasana)



- calms the brain and helps alleviate stress and mild depression
- rejuvenates tired legs

Standing Forward Bend (Uttanasana)



- therapeutic for asthma, high blood pressure, infertility, osteoporosis, and sinusitis
- relieves headache and insomnia

Eagle Pose (Garudasana)



- stretches the thighs, hips, shoulders, and upper back
- improves sense of balance

Corpse Pose (Savasana)



- relaxes the body
- helps to lower blood pressure

Extended Triangle Pose (Utthita Trikonasana)



- therapeutic for anxiety, flat feet, infertility, neck pain, osteoporosis, and sciatica
- improves digestion

Legs-Up-The-Wall Pose (Viparita Karani)



- relieves tired or cramped legs and feet
- relieves mild backache

Cat Pose (Marjaryasana)



- stretches the back torso and neck
- provides a gentle massage to the spine and belly organs

Puppy Pose (Uttana Shishosana)



- stretches the spine and shoulders
- helps calm stress

Dolphin Pose



- helps relieve the symptoms of menopause
- helps prevent osteoporosis

Help yourself to some yoga therapy!

Sources: <http://www.yogajournal.com>
The Huffington Post, The 10 Best Yoga Poses For Stress Relief, by Carolyn Gregoire

Design by Julia Burcar

BIRD DIARY

What color was the bird? _____

Where did you see the bird? _____

Was the bird eating? _____

If yes, what was it eating? _____

Draw the bird below...

What color was the bird? _____

Where did you see the bird? _____

Was the bird eating? _____

If yes, what was it eating? _____

Draw the bird below...

Can you identify the type of birds you spotted? You may use your dictionary, an encyclopedia or the Internet to help you.

My Plate - Fill in the Blank

Complete your plate: Fill in the right words to get your plate in shape.

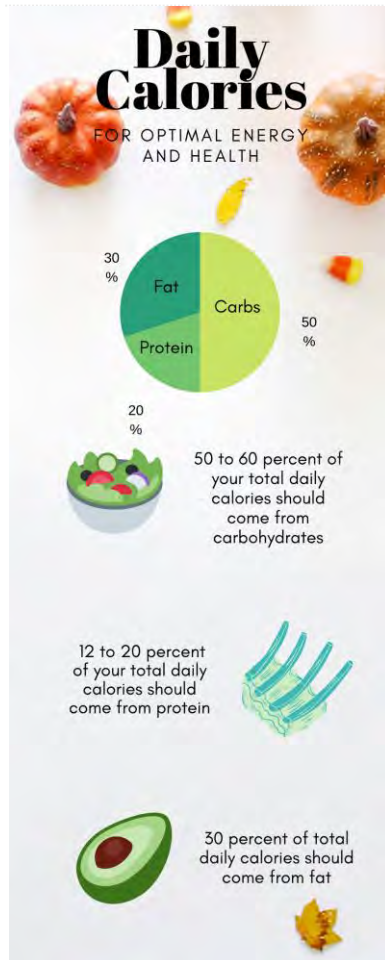
eat	muscles	vitamin C	whole wheat	fruits	vegetables	low fat
-----	---------	-----------	-------------	--------	------------	---------

1. You should replace your whole milk with fat free or _____ milk.
2. Choose _____ instead of white bread.
3. Protein helps build new skin, _____, and blood.
4. Half of your plate should be filled with _____ and _____ because they taste great and are high in vitamins and minerals.
5. It's better to _____ your fruit than drink it.



HealthyPlate: Balancing Carbs, Protein and Fat

March 13, 2020 by Homa Khugyani



Three key nutrients that are important in a balanced healthy diet are carbohydrates, protein, and fat. These nutrients contain calories that the human body uses for energy.

How do carbohydrates fit into a healthy balanced diet?

Harvard Health defines Carbohydrates as foods that get converted into glucose during digestion. As glucose is a main source of fuel for our body it is essential in a healthy human diet. You can get your daily dose of healthy carbohydrates from vegetables, fruit, and grains.

Healthy carbs: Complex, slow acting carbs include things like multigrain bread, brown rice, lentils, and beans. They raise the blood sugar slowly and lasts longer which helps keep you from feeling hungry and help regulate blood sugar levels.

Unhealthy carbs: Simple, fast-acting carbs include things like sweets, dairy products, sugar, soda, many juices. They raise blood sugar levels very quickly, but don't last long. Although they may help to lower blood sugar they don't satisfy hunger as well as healthy carbs.

How does protein fit into a healthy balanced diet?

The human body needs protein for growth, maintenance, and energy. It can promote muscle growth and about 60 percent of protein is turned into glucose. It can take protein three to four hours to minimally affect blood sugar levels.

Healthy protein: Found in foods like lean meats, poultry, eggs, tofu, nuts, legumes, and dairy.

How does fat fit into a healthy balanced diet?

The American Heart Association mentions that fats are essential for energy, nutrient absorption, hormone production, and support in cell growth. Dietary fats help protect organs and help in keeping your body warm.

Mono-unsaturated or poly-unsaturated fat: Usually liquid at room temperature. Mono-unsaturated fats can help lower the bad cholesterol (LDL) in your blood. You can find them in olive, canola, avocado, and nut oils.

Saturated and trans-fats: Saturated fats are found in processed foods, fried fast foods, and animal byproducts such as meat, dairy, etc. They are usually solid at room temperature. Limiting these types of fats can ensure healthier arteries, and a healthier heart.

Please remember that this can differ based on specific dietary needs, lifestyle choices, and health concerns*

INTERNAL TEMPERATURES

FOR MEATS

Beef, Pork, Veal & Lamb

(Steaks, Chops, Roasts)

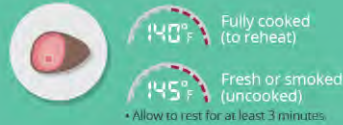


145°F
Allow to rest for at least 3 minutes

Ground Meats



Ham



All Poultry

(Breasts, whole bird, legs, thighs, and wings, ground poultry, and stuffing)



Eggs



Fish/Shellfish



Leftovers



Casseroles



FOR MORE INFORMATION, VISIT
EXPLOREANIMALHEALTH.ORG

SOURCE: United States Department of Agriculture / Food Safety and Inspection Service



http://exploreanimalhealth.org/wp-content/uploads/2016/11/12.2018-holiday-food-safety-8426_Phibro_MeatTemp_2018_v2.png

V is for mini-Vacation

Sometimes we're not able to take a full vacation. How could you create smaller vacations during the day to help you cope? A small vacation could be taking the time to look at the stars or drink a cup of coffee.

How does taking a mini-vacation help you to feel better?



E is for Encouragement

Who are some people who encourage you?

What are some of the positive encouraging things they've said to you?

Who are people who cheer you up?

Are any of these people available? Call them up. They may not be available in this moment.

What are some positive encouraging things that you can say to yourself?



Radical Acceptance

Sometimes bad things happen and there isn't anything we can do about it.

Refusing to accept the bad thing causes additional distress.

Accepting that it is what it is helps you to feel slightly better.

What are some things (that you might not even like) that you could accept are real to help you to stop resisting and fighting and feeling bad?



SPRING SELF-CARE



Eat & Healthy

Treat yourself



Listen to birdsong

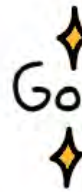
Things that make you happy



Water your dreams & goals



Focus on your growth



Go star-gazing



Create a nourishing morning routine



Spend time in the sunshine



Spring clean your home

Read a good book



Blessing Manifesting

HOME CLEANING LIKE A PRO: WEEKLY HOUSEKEEPING TIPS FOR A CLEAN ABODE

The Maids®



We all know that regular house cleaning can make any home a healthy, pleasant oasis. And while it's no secret that small, more frequent tasks is key to preventing house cleaning chores from building up to a massive, unconquerable mess, it's hard to know where to begin. Never fear, the housekeeping experts at The Maids are here!

1

Bathroom Cleaning - Bathrooms are one of the dirtiest rooms in the house. Every week, clean and disinfect the toilet, sink and shower. This will help get rid of germs and keep soap scum and mold in check, making future clean-ups even easier.

2

Clean Carpet and Hardwood Floors - Vacuum or sweep floors at least once a week, more often if you have pets or small children. Keep on top of kitchen floors by making them a part of regular after-dinner clean-up. Use your favorite hardwood floor cleaner once a week, but make sure it's safe to use on the type of wood floors in your home.

3

Wash Bedroom Sheets, Kitchen and Bathroom Towels - There's something wonderful about slipping between a pair of fresh bed sheets. While you're washing your bed sheets, wash your bathroom and kitchen towels, too.

4

Knock Out Some Monthly Chores - Monthly housecleaning tasks don't need to be performed all at once. Instead, schedule one each week. Once a week, clean out the refrigerator, wash windows, dust ceiling fans or clean the inside of your washing machine. The more you get done now, the less you'll have to do when it's time to do monthly chores.

5

De-clutter countertops and other places where papers, magazines, even socks tend to accumulate. Take time to re-organize a drawer or shelf. Breaking the organization task into smaller chunks makes the duty less burdensome.

6

Disinfect - Wipe down stair railings, door knobs and other areas that are touched often and can harbor colonies of germs.

7

Wash pet beds or blankets and disinfect kitty litter boxes. Brush pets to help remove hair before it finds its way to your carpeting or upholstery.

8

Microwave - Deep clean the microwave before spills or splashes become encrusted on the inside surfaces.

9

Appliances - Wipe down other often-used appliances, both inside and out.

10

Take a break! Call The Maids® and let the crew clean your home from top to bottom. You will appreciate the fresh start and the time to appreciate your haven.

For more information, or to inquire about help with your cleaning tasks, please contact The Maids at 800.843.6243 or visit www.maids.com/cleaning-hacks



Referred for a reason.

Improve Self-Advocacy

Human Rights

Reviewing Human Rights

- Human Rights Tree Activity (ISA1) – Source: hrlibrary.umn.edu
- What does it mean to be human? (ISA2) – Source: theadvocatesforhumanrights.org
- 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: Additional Amendments

<https://billofrightsinsstitute.org/founding-documents/additional-amendments/>



Source: theadvocatesforhumanrights.org

Current Events

Understanding and discussing community events, politics

- Design a Community Flag – Source: educationworld.com / submitted by Lorrie Jackson

Have clients research basic principles for flag design, find out how the flag of their city (or of a city close to their community) ranked in a national survey, and then use the computer to create their own community flags.

OBJECTIVES: Clients will:

- Understand the five basic principles of flag design.
- Identify reasons why the flag of a nearby community was ranked high or low based upon those principles
- Apply the principles as they create their own flags.

MATERIALS NEEDED:

- Access to the Internet
- Paper
- Colored pencils
- Marker
- Ruler
- Eraser

DIRECTIONS: In this activity, clients design a flag for their city, state, or country.

Introduce the lesson by showing clients various flags the American City Flags Survey Results found here:

<https://nava.org/digital-library/design/surveys/2004-American-City%20Flags-Survey.pdf>

Explain that an organization dedicated to the study of flags -- recently looked at all 150 U.S. city flags and voted on how "good" or "bad" each flag is.

Scroll down the survey results for your city or a city close to your community, and discuss with your client the flags ranking: Is the flag ranked high or low? Why do you think it is ranked where it is? Then, scroll to the top and bottom of the list and ask clients:

- What is different between the flags at the top and those at the bottom?
- What makes a flag "good" or "bad?"
- Have clients list four or five characteristics they think should be on a city flag, or four or five criteria they think should be used to judge a flag.

Have clients go to Good Flag, Bad Flag: How to Design a Great Flag at https://nava.org/digital-library/design/GFBF_English.pdf. This excellent, easy-to-read presentation explains what NAVA says are the five design principles that make up a great city flag. At the end of the 16-slide presentation is a collection of flags that clients can then judge as "good" or "bad" based upon the design criteria.

Have client decide what their flag will look like based on the 5 basic design principles and on what they know about their community, state, country. Using the construction materials listed above, have clients create their flag design.

- This Day in History – Source: <https://www.history.com/this-day-in-history>

For the next week challenge yourself and your client to review this day in history at history.com. You may be fascinated what you may learn.

Current Events Website of the Week – Source: classtehtips.com

Newsela - <https://newsela.com/>

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Lesson Plan: Human Rights, Responsibility, and You

What Does It Mean to Be Human? (approx. 30-45 minutes)

Procedure:

Before you begin this activity, create groups of 2-5 clients each for this project. Distribute one sheet of roll paper per group.

- 1. Trace Body.** Ask for one participant while another group member traces the outline of their body. Use pencil and then when the outline is done and the person stands up, have a different student outline in dark marker so that it's visible.
- 2. Name Character.** Ask the group to name their character. Write his/her name on the paper somewhere so others can see. When all groups have named their "person", pass out the scissors, magazines, newspapers, and markers.
- 3. Human Being Collage.** Tell the group they will be searching through the magazines and newspaper for images and or words that they feel answer the question, "What does it mean to be human?" For example they a child learning or someone smiling. Have clients cut them out and place them on top of their person.

Pre-Employment Skill Building

Job Searching

Researching, Use of Technology, Problem Solving

- Jobs word search (PES1) – Source: bogglesworldesl.com
- Learn about a job (PES2) - Source: busyteacher.org

Mock Interviews

Communication

- Interview Rating Sheet (PES3) – Source: iccb.org
- Job Search Dos and Don'ts (PES4) – Source: iccb.org
- Reasons for not being hired (PES5) – Source: iccb.org

Time Management

Follow Instruction, Processing Information

- Manage External Time Wasters (PES6) – Source: secure.caes.uga.edu
- Time Management Quiz (PES7) –Source: extension.purdue.edu
- Benefits of time management– Source: corporatefinanceinstitute.com

The ability to manage your time effectively is important. Good time management leads to improved efficiency and productivity, less stress, and more success in life. Here are some benefits of managing time effectively:

1. Stress relief - Making and following a task schedule reduces anxiety. As you check off items on your “to-do” list, you can see that you are making tangible progress. This helps you avoid feeling stressed out with worry about whether you’re getting things done.
2. More time - Good time management gives you extra time to spend in your daily life. People who can time-manage effectively enjoy having more time to spend on hobbies or other personal pursuits.
3. More opportunities - Managing time well leads to more opportunities and less time wasted on trivial activities. Good time management skills are key qualities that employers look for. The ability to prioritize and schedule work is extremely desirable for any organization.
4. Ability to realize goals - Individuals who practice good time management are able to better achieve goals and objectives, and do so in a shorter length of time.

Volunteerism

Follow Instructions, Community Integration, Problem Solving

- Volunteer Connection – Source: <https://www.wmur.com/article/volunteer-connection/5173553>
Part of WMUR-TV's Community Connection program, this is a listing of non-profit organizations that could use your help.

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Jobs Word Search:

Find the word in the list below in the grid to the right.



- | | | | |
|-----------|-------------|----------------|-----------|
| actor | dentist | miner | scientist |
| architect | doctor | musician | singer |
| artist | farmer | nurse | soldier |
| astronaut | firefighter | pilot | teacher |
| athlete | janitor | police officer | vet |
| chef | mechanic | reporter | waiter |



Name: _____

Date: _____

Learning about a Job

Instructions: If you want to get a particular type of job, you need to design your resume to highlight the skills and experience you possess to fit that job. That means you'll probably have to conduct a bit of research to see what potential employers are looking for.

Answer the questions below based on the type of job you hope to obtain.

1. What are some of the job titles you plan to apply for?
2. What type of degree or training is required for the job?
3. What courses that you've taken are relevant to the job?
4. What are the duties of a person in that position?
5. What skills should a person in that position possess?
6. What experience is needed to get the job?

INTERVIEW RATING SHEET



Listed below are some qualities used to rate potential employees during an interview. After practicing an interview, how do you think you rate on these?

	Above Average 5	Average 3	Below Average 1
Ability to Talk			
Aggressiveness			
Appearance			
Courtesy			
Enthusiasm			
Intelligence			
Maturity			
Personality			
Poise			

Using the values given under each category, add the score for your answers and determine your rating on the following scale:

- 36 - 45 Ready for the interview
- 27 - 35 Might handle it; could use more practice
- 9 - 26 Definitely need more practice

SUMMARY

To Do Or Not To Do, That Is The Difference

DO

- Prepare a complete, attractive résumé that stresses your qualifications in a positive manner.
- Get permission from people you plan to use as references.
- Write an effective cover letter that really sells "you."
- Fill out the application completely, accurately, and legibly.
- Use the completed résumé as a reference for filling out the application.
- Arrive for the interview a few minutes early.
- Dress appropriately for the interview.
- Go to the interview alone.
- Bring résumé, social security card, work permits and licenses to the interview.
- Greet the receptionist and the interviewer courteously.
- Present yourself with confidence.
- Research the company.
- Be prepared to answer questions about yourself and your qualifications.
- Be prepared to ask questions about the company.
- Smile.
- Follow the interview with a thank-you letter.

DO NOT

- Do not present a résumé that was hastily put together or has typographical errors and smudges.
- Do not use a general, all-purpose résumé.
- Do not give inaccurate information.
- Do not present an application that is unreadable or incomplete.
- Do not arrive late for an interview.
- Do not wear jeans, wrinkled clothing, or outrageous jewelry to an interview.
- Do not overdo perfume or aftershave.
- Do not take friends or family to an interview.
- Do not act as if the receptionist and interviewer are doing themselves a favor by seeing you.
- Do not forget your manners.

MOST COMMON REASONS WHY PEOPLE ARE NOT HIRED

- Bad personal appearance
- Too aggressive
- Unable to express self clearly
- Poor interest and enthusiasm
- No career planning, no goals
- Overly nervous, under confident
- Too much emphasis on money
- Not willing to start at the bottom
- Discourteous
- Immature
- Speaks ill of former employers
- Cannot make eye contact with interviewer
- Messy application form
- Late arrival for interview
- Did not show appreciation for interviewer's time
- Asked no questions about the company
- Could not give direct answers when questioned

Manage External Time Wasters

Your time may be impacted by external factors imposed by other people and things. You can decrease or eliminate time spent in these activities by implementing some simple tips listed below.



- Use voice mail and set aside time to return calls.
- Avoid small talk. Stay focused on the reason for the call.
- Stand up while you talk on the phone. You are more likely to keep the conversation brief.
- Take any necessary action immediately following the call.
- Set aside times of the day for receiving calls and let others know when you are available.
- Keep phone numbers readily available near the telephone.



- Establish blocks of time when you are available for visits.
- Tell the visitor politely that you cannot meet with them at this time and schedule the visit for a more convenient time.
- Set a mutually agreeable time limit for the visit.
- When someone comes to the door, stand up and have your meeting standing.



- Know the purpose of the meeting in advance.
- Arrive on time.
- Start and end the meeting on time.
- Prepare an agenda and stick to it. Use a timed agenda, if necessary.
- Don't schedule meetings unless they are necessary and have a specific purpose or agenda.



- Set aside a specific time to view and respond to your mail and e-mail, but don't let it accumulate to the point that it becomes overwhelming to sort.
- Turn off instant messaging features on e-mail.
- Handle each item only once, if possible. Practice the options for dealing with clutter listed earlier.
- Sort mail near a garbage can and delete junk e-mail immediately from your electronic mailbox.
- Answer written messages by responding on the margins or bottom of the page.



- Establish a master calendar for each family member to post their time commitments.
- Make each family member responsible for consulting the master calendar for potential conflicts.
- Create a central area for posting communications such as appointment reminders, announcements, and messages.

“Time Management” Quiz

1. Effective time management will help us:
 - a. Get more done
 - b. Gain control over our lives
 - c. Add time to our daily lives
 - d. Reduce stress
 - e. All of the above

2. What are some steps you can take to overcome procrastination?

3. What questions can you ask yourself to help you prioritize your tasks?

4. A planner/calendar is a useful time management tool.

TRUE or FALSE



KEY -

“Time Management” Quiz**1. Effective time management will help us:**

- a. Get more done
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- e. All of the above

Answer is e - effective time management helps with all of these items.

2. What are some steps you can take to overcome procrastination?

Any of the following steps would be acceptable answers:

- Do the worst task first.
- Break things up into bite-sized pieces.
- Consider your energy level – use your prime time for tasks that require the most concentration and time.
- Reward yourself.

3. What questions can you ask yourself to help you prioritize your tasks?

Any of the following answers would be acceptable.

- What is most important to me?
- What are the activities that I value most?
- What is the most valuable use of my time right now?
- How long will it take to complete this task?
- How difficult is it to accomplish this task?
- Do I need the help of others to get the task done?
- What are the consequences of not completing this task?
- Are there deadlines for any of the tasks?

4. A planner/calendar is a useful time management tool.

TRUE or FALSE

Answer is TRUE – a planner/calendar is definitely a useful time management tool.

