

NAME: _____



Activity One



Goal-Setting and Daily Decisions

Goals can be short or long term. A short-term goal could be to save up for a fancy restaurant. A long-term goal could be to save up for a house. Whatever your goal is, the decisions you make on a daily basis have an effect.

For this activity, set a goal for yourself. This could be short-term, like working out 3 times a week. Or it could be long-term, like losing 10 pounds by a certain date. Whatever the goal, write it down in the chart below.

Then, list all the daily decisions you'll make to reach your goal. As you go through the day, write down any decisions you must make that have a direct affect on your goal. List these decisions in your chart.

After, compare your daily decisions with your goal. Which ones help you reach your goal? Which ones interfere with your goal?

Goal: _____

Daily Decisions	Help?	Hinder?

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Activity Two



Restaurant Reservations

This activity is to help you with making a restaurant reservation. Sometimes, a restaurant will not be able to fit you in at the time you want. Here you will have to learn time management skills.

Get into groups of 8 or more. Each member will take turns as manager of a restaurant. The other members will play customers. The manager will take restaurant reservations from the customers. One at a time, have the customers 'call in' to the restaurant. Use the script below as a guide.

Manager: Hello, Seaside Restaurant. How may I help you?

Customer: Hi, I would like to make a reservation please.

Manager: Okay, no problem. What day would you like to make the reservation for?

Customer: Next Tuesday please.

Manager: Alright, and what time?

Customer: For 7:00 p.m. please.

Manager: Okay, and for how many people?

Customer: There will be 9 of us.

Manager: Okay, let me just see what's available. I have an opening for a table for 9 at 8:00 p.m. Will that work?

Customer: I'm afraid we have tickets to a show for 9:00 p.m. and that will be too close. Do you have anything earlier?

Manager: Okay, no problem. It looks like we can fit you in for 6:00 p.m. Will that be too early?

Customer: No I think that will be fine, thank you.

Manager: Perfect. So I'll mark you down for 9 people at 6:00 p.m. next Tuesday. What name should I put down?

Customer: Please use 'Marc'.

Manager: Great. Your reservation is set and we'll see you next Tuesday.

Customer: Thank you.

Manager: No problem, at all. Have a great day.

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Activity Three



Choosing the Right Friend

Choosing the right friend can be hard. Knowing what makes a good friend is half the battle. Below is a list of traits you want in a friend. There are also traits you want to avoid.

Brainstorm other traits you would want in a friend. Think of other traits you would want to avoid. Add these to the lists.

Traits You Want

- trustworthy
- dependable
- supportive
- a good listener
- honest and sincere
- similar values
- similar goals
- similar interests

Traits To Avoid

- overly dominant
- manipulative
- disrespectful
- negative
- gossipers
- jealousy
- selfish
- mean to others

Go out and make a new friend. First, make a list of places where you can meet new people. Then, use the lists above to find the right friend.

Remember, it could take a while before you really know someone. So try to give each person the benefit of the doubt before you make your decision.

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Activity Four



Have a Conversation

Get into groups of 2 or more. Write out a script of a conversation between 2 people. Play out this conversation face to face. Then, have this same conversation using text, email, and phone.

If you don't have a cell phone, then you'll have to text another way. You could write short messages onto pieces of paper and pass them to your partner.

If you don't have a computer, then try writing letters to each other. Write a letter as you would type an email. Pass it to your partner.

For the phone, you could turn so your backs are together. Have a conversation without looking at each other.

When you've finished having your conversations, take time to compare them. Answer the following questions:

- Which device was the best?
- Which was the worse?
- What advantages did you have using each?
- What disadvantages did you have using each?

Then, think about the reason for each device. What types of conversations are there? What device would be best to use for each type of conversation? Make a list. Match each type of conversation to a device.

As an extra activity, have each type of conversation using all 3 devices. What do you notice? Was your list correct? Did you find more than one device is good for one type of conversation? Explain.

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Activity Five



Working Safely

Many companies post safety rules that must be followed at work. This is to protect their employees from getting hurt. The most they can do is write up the rules. It's up to the employee to make sure they follow them.

Below is a list of common safety rules you might see at work.

For Your Safety...

- follow procedure
- stay in the speed limits
- use the right tools and equipment for the job
- always wear protective equipment
- make sure you have a valid work permit
- don't walk underneath things
- turn power off before doing work
- always use a safety harness
- wear the right clothing



Pick a job you like. Research the safety rules for that job. Why would these rules be in place? What is the reason for them? What happens if they're broken?

Write a report outlining these rules. Answer the questions asked above. Give your report to the class. When everyone has given their reports, do a comparison. Have a discussion comparing each job and their safety rules.

- Which jobs share the same rules?
- What rules are found with every job?
- What rules are for only one job?
- What job do you feel the most comfortable doing?

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Activity Six



Privacy Settings

Go to at least 3 different social media sites. Look at their privacy policy. Visit their privacy settings page. Do some research into what privacy options are available.

Below is a chart. In the first column are several common things that are included in most privacy policies and settings. Write down the names of each social media site you visited. Put a check mark for each thing found in the social media site's privacy policy and settings.

When you're finished, compare your results. What do you notice about the privacy policies and settings? Which ones are not found across each social media site? Which ones would you like to see? Are there any settings you wish were included as an option? If so, what are they?

Privacy Policy and Settings	Social Media Site #1 _____	Social Media Site #2 _____	Social Media Site #3 _____
Information is collected and stored.			
What the information is collected for is stated.			
Certain information is shared with third parties.			
Information will be released if compelled by law.			
Permission is asked to share any content.			
Permission is asked to access any content.			
Able to opt out of communication.			
Able to make personal information private for the public.			
Able to make all information private for the public.			
Able to stop people from seeing you completely.			