# Review Activities

# Chapter 4: Being There…On Time!

For each chapter in Job Savvy, students have received **Workbook Activities** and margin activities with **Activities Supplements**. Students have direct access to these activities in the print and ebook workbook. As instructors, you may choose to assign the following **Review Activities** to help students review the content they have learned and practiced, and to evaluate student comprehension.

Grasping the concept of time is difficult for some workers. People have many different ideas of time. Our youngest son once kept asking how long he had to wait before we would leave for a special family outing. Values like 15 minutes or a half hour meant nothing to him. Finally, we solved the time problem by relating it to the length of a Sesame Street TV program: “We’ll go in one Sesame Street” made perfect sense to him. Like our son, many workers lack an ability to manage their time. An alarm and a calendar aren’t parts of their lives. Getting to work on time isn’t a high priority. They don’t plan ahead for unexpected occurrences. For these workers in particular, this chapter will be helpful and these Review Activities may be all the more critical to their success with time management.

## Review Activity: Late Arrival

This activity may be used to illustrate the stress caused by tardiness. Arrive for class 5 to 10 minutes late. (This will be most effective if you have been regularly starting the group on time.) Offer all kinds of excuses for your late arrival: flat tire, the cows got out, the alarm didn’t go off, your mother called, and on and on.

Ask the group to share their reactions when you didn’t arrive on time. What problems, if any, did it cause? Who questioned whether they should leave? Did some people leave? What is the consequence of them missing class now? (You may want to record everyone’s telephone numbers so you can call them back to class, or have a backup plan on how to get the day’s information to them if they left.) Discuss the stress of tardy employees in the workplace.

## Review Activity: Teamwork Game

Divide the class into teams (aim for five or six players per team). Have each team sit in a circle. Give each team a skein of yarn or a roll of kite string. The object of the game is to roll the yarn or string into a ball. This is a team effort.

At the signal, the first player starts. Play continues by passing the yarn or string to the player on the left. Continue the activity by signaling a player change every 15 to 30 seconds. The first team to form a ball wins.

Note: Prior to class, make arrangements with a few trainees to act as “undependable” players. These individuals may leave the group when their turn arrives. They may sit and talk to someone while they are supposed to be working. They may drop the ball or simply stop. At the end of the game, discuss how the other members of each team felt about these players.

## Review Activity: Guest Speakers

Invite any of the following guests to make a presentation to the group: an auto mechanic (to discuss reliable transportation); a daycare director (to discuss care of dependents); or a career coach (to discuss time management). Encourage the group to ask questions.