

A red pencil is positioned diagonally from the bottom left towards the center of the frame. The background is a light-colored grid with faint, handwritten numbers. A dark diagonal line runs across the grid. The overall image has a warm, slightly blurred aesthetic.

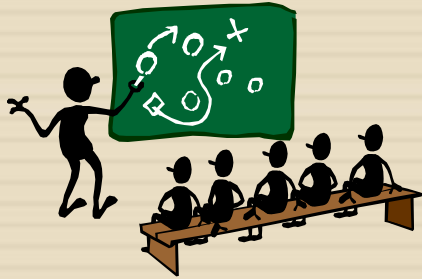
Campus Life Academy

Back to School

Instructor: Ms. Alma Sifuentes
Course: Skills to Survive Hard Times

Homeroom

- Campus Life Academy
- Course Outline
- Schedule
 - 10:30 – 12:30
 - Some home work



- Book(s)
 - Campus Life Academy “Reader”
- Materials
 - Be present
 - Be positive
 - Have fun

Learning Outcomes

- Learning Outcomes
 - Create empathy for students and recognize the connection between our work and retention
 - Recognize that there are tough times ahead and each of us has strengths and skills that will help us be effective
 - Each team member will feel that your role is valuable
 - Obtain some new skills related to prioritization and work planning

Math

- Dr. Bhattacharya
 - Please see handout in your “reader”



Critical Thinking



- Connection/reflection to your own student experience
 - Do you remember what it felt like when you were a student?
- This is what our students are doing on a daily basis
- Our work is critical to the students' ability to go to class, learn, and graduate.
- Student success begins outside the classroom; we help students belong, acclimate, learn, create communities and be well.
- Budget creates anxiety for us; our students and their parents are also feeling this anxiety and pressure

P.E.

➤ Wellness Tips

- We have to take care of ourselves, in order to do our best work and take care of our students
- Walk during 1:1's
- Limit meetings to one hour
- Don't hold meetings over lunch
- End meetings early and encourage your colleagues to get out for a walk, or do some breathing

➤ Breathing Exercises with Mr. Bard



Study Break

- Each of us has strengths and skills that will help us be successful during challenging times – what are your skills and strengths?
- Find your group.....who did you most identify with in school?



Brains
Analytical



Student Government
Leadership



Athletes
Wellness



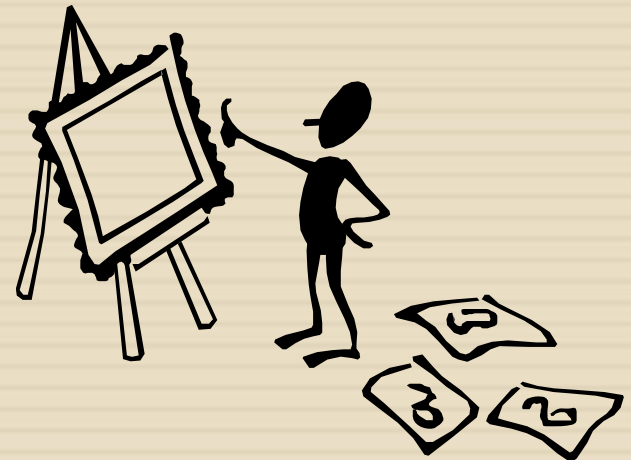
Music-Drama
Creative



Social
Inter-personal

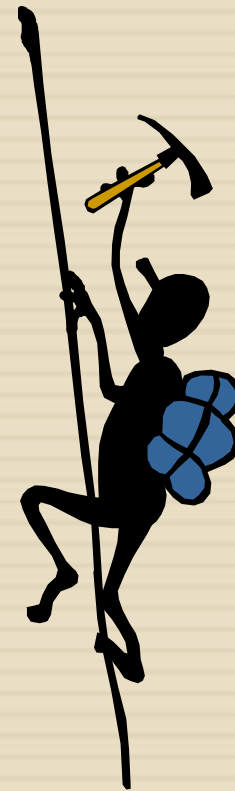
Study Break - Continued

- Spend about 15 minutes brainstorming the strengths and skills of your group
- How can these strengths and skills be applied in difficult times? At UCSC during our difficult budgetary times?
- Take notes on your flip chart paper
- Please select a colleague to report your findings



From Strengths to Skills

□ Prioritizing and Planning



Prioritizing and Planning

- During this period of budgetary challenges and furloughs, it is crucial that we plan and prioritize our work.
 - It will be impossible to do everything!
 - Therefore, what can we do really well and how can we be really efficient with our time?

Tips for Prioritizing

- ❑ TIP #1: Good decisions are made by alert, objective minds, so make an effort to keep your energy levels up and your stress levels down.
- ❑ TIP #2: Know what's important. Take pressure off of yourself and make good prioritizing decisions
- ❑ TIP #3: It's OK to ask for help! Talk to your manager or a colleague; someone with clearer sight or more experience may provide you with the insight and objectivity you need.

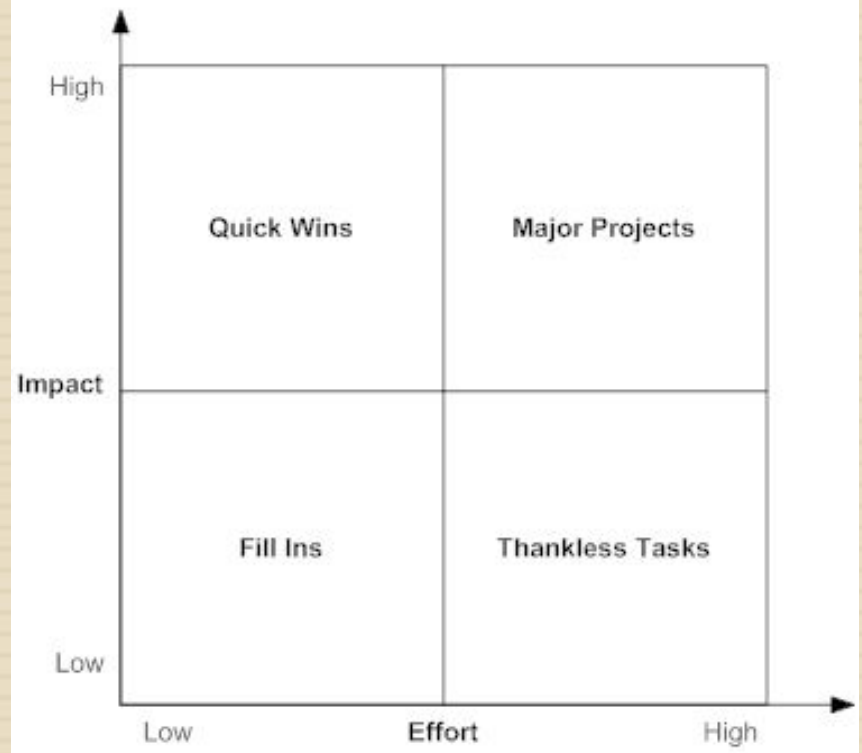
Activity Logs

- Activity logs are useful tools for auditing the way that you use your time and how your work day is structured
- Keeping an activity log for several days can help you understand how you spend your time and when you perform your best
- By analyzing your activity log you will be able to identify and eliminate time-wasting or low-yield jobs.
- How to you use the Activity Log – sample is in the “reader”

The Action Priority Matrix

- The Action Priority Matrix is a simple diagramming technique that helps you choose which activities to prioritize (and perhaps which you should drop!)
- X-Axis represents level of effort; Y axis represents the impact of your activities

Figure 1: The Action Priority Matrix



Action Priority Matrix - Categories

- **Quick Wins** would be the tasks that we can get done quickly, and have the largest impact on the end result.
- **Major Projects** are those things which need advanced planning and research. Obviously, these things have high impact on the end result, but take much more time to accomplish.
- **Fill Ins** are the smaller items that head us to our goal, but aren't necessarily as important as the Quick Wins.
- **Thankless Tasks** are the tasks that we really dread doing, but must be done nonetheless. You can see that these fall in the low impact section, but take the highest effort. Our perception of these tasks is that they take the most effort, even though they may not.

Homework

- Please continue to use the activity log and the action priority matrix and review with your supervisor
- Incorporate wellness into your daily schedule

Dismissal

- Give-aways
- Unit visits
- Course evaluation (found in your reader)
- Materials for today's session will be made available through the Campus Life website (within the week!)
 - Go to campuslife.ucsc.edu
 - Select "Resources for Staff"
 - Select "Training Center"
 - Select "Campus Life Academy September 2009"