

# Mr. Tallyman

**Use:** With pages 20–21

**Format:** Small group to whole group

**Time:** 15–20 minutes

**Materials:** Chalkboard, overhead, or chart paper; chalk or markers

1. Break the class into small groups.
2. Instruct the groups to share their reasoning behind the listing of items 1 through 10 on page 20.
3. Ask the small groups to return to whole group.
4. Write the tasks in random order on the board or overhead.
5. Ask each student to read his or her list of tasks from first to last. As individuals respond, write the corresponding number on the board next to each task.
6. Next, rewrite the list to reflect the answers to step 5 above, putting the task with the lowest total (and thus the highest priority) first and so on.
7. Create a permanent display entitled “PRIORITY BOARD” in the room.
8. Have students copy the list to keep in their yellow folders.

# Situation Normal

**Use:** At the end of the chapter

**Format:** Small group to whole group

**Time:** 30–40 minutes

**Materials:** Copies of situation cards (following page), timer, pens, paper

1. Break the class into small groups.
2. Provide each group with the following instructions:
  - The activity will be improvisational role-play (make it up as you go along).
  - There are no wrong answers.
  - Be honest, not angry.
  - Some of the situations will be difficult to deal with, but so is day-to-day life.
3. Give each group a number, 1 through 5.
4. Call each group individually and read a situation card aloud to the group. Give each group a copy of their situation card.
5. Set the timer for one minute and allow the group to discuss how to role-play the situation.
6. After the minute, set the timer for three minutes and have the group role-play its reaction to the situation for the class.
7. Call “over” or “end” when three minutes are complete. The scene ends at that point.
8. Ask, “Is your first reaction to a workplace situation always the best? What can you do to help yourself?”

## Situation Cards

### ***Situation 1***

It is Tuesday afternoon in the office. You have been working hard all day. The morning had been hectic as you got your kids off to school with lunches and homework. The workday is speeding by. You have managed to catch up on the day's projects and grab a quick cup of coffee with a co-worker down the hall. As you return to your area, your boss hands you a phone message and a new project. The message is from your children's school: Your youngest daughter is sick, and the nurse wants you to pick her up. Your boss has been pleased with your work so far, but you haven't had the job for long. It is already 2 p.m., and you work until 4 p.m. School is out at 2:55 p.m., and your kids normally stay in an after-school daycare program until you pick them up at 4:20 p.m. Can your little one hold out until then? Would your boss be angry if you left? What if your boss tells you no? What are your options? What is your priority?

### **Situation 2**

It is Thursday at 3:30 p.m. You've looked at the clock and counted the hours left in the workday. Only one-and-a-half hours to go! You are really looking forward to the date you will have in the evening. It has been a busy day with lots of customers to wait on. You are pretty sure your supervisor is pleased with your customer service. At 4:15 p.m., your supervisor swoops by and asks if you would be willing to stay until 8:00 or 9:00 p.m. to help with inventory. If you stay, you will make some extra money and a good impression. But you were really looking forward to your date. Do you stay or do you go?

### **Situation 3**

You are expected at a job site at 8:00 a.m. When you were hired, you told the foreman your car was reliable. It was—until today. You have driven out to this distant work site every day for about a week. It is cold, damp, and windy this morning, and when you got in your car, it wouldn't start. Even though you are tired and it would be out of your way, you could take the bus to the warehouse and try to get a ride with a co-worker. That might mean you would have to return the favor someday. You could call a friend or family member, but that too might mean you would have to return a favor. Or a day off would be nice. So what if you promised to be there every day until the job was finished? What is your priority?

**Situation 4**

You are so excited about your first day at your new job. It seems to be a busy, exciting work environment. You have met several co-workers and like them. As you drive to work listening to the radio and feeling successful for the first time in a long time, you pass a popular coffeehouse. The place is crowded with people. You decide that a celebration cup of coffee with other working folk sounds great! It might make you 5 or 10 minutes late, but that's not much and everyone else seems to be there. What is your priority?

**Situation 5**

The job has been terrific for you and for everyone associated with you. Your co-workers are good people for the most part. Your boss can be a little on the nosy side, but not aggressively so. The workers enjoy sharing conversation at lunchtime. Who doesn't? Sometimes these topics are personal; sometimes they are not. It is a relaxing part of the day. These people are almost like your friends. One afternoon a discussion leads to some personal information about a particular co-worker. You know that your supervisor would find this information very interesting. You know that this gossip will get your co-worker in trouble and maybe fired, which could get you a prime place in the office. What is your priority?