



PLANNING, ORGANIZING AND MANAGEMENT

Activities

“Ace of Hearts”

Supplies Needed:

- Two decks of playing cards, one organized by suits, in order ace to king and all facing the same direction, and the other deck all mixed up with some cards facing forwards and backwards.

Ask two volunteers to come to the front of the room. You may have students circle around the volunteers to see what they are doing. Provide each volunteer a deck of cards. Give these instructions:

1. Quickly as you can, find the ace of hearts.
2. Congratulations. We will do it again. This time find the four of diamonds.

Congratulate the winner. Thank both volunteers, then reveal the decks to the class. Facilitate a discussion by asking questions including:

- Why was one volunteer able to find the requested card quicker?
- Was that fair?
- What if both students had been given the chance to organize their decks ahead of time? Would that be fair?
- When must we organize in order to design, prepare and implement within a desired time frame in school? In SkillsUSA? In the workplace?
- What are some ways we organize our materials and projects?
- What are ways we organize our personal space, such as bedroom and lockers?
- Why is organization important to help us manage our time efficiently?
- What are some personal organization tips or tricks you use daily?



If you and your students enjoyed this exercise, additional activities covering all Essential Elements are available in SkillsUSA Ignite.
<https://www.skillsusastore.net/ignite.html>