

## ▶ REPORT IT

### OBJECTIVE

Students will learn how to effectively organize information in planning an event as efficiently and quickly as possible which is a frequently utilized skill of leaders.

### TIME

20 minutes (10 minutes for the activity, 15 minutes for discussion points)

### MATERIALS

Newspapers, one per team of five individuals

pens

paper

### ACTIVITY

Divide students into teams of five individuals per team and provide instructions to the group:

- Peruse the newspaper for about 3 minutes and find an event discussed or advertised in the newspaper (could be a community event, a movie premier, something that is happening as a result of an article).
- Each team should then pass on their event title to another team until each team has an event they didn't select.
- Request students to divide their paper into five rows and label each as WHO, WHAT, WHEN, WHERE, WHY, HOW.

- Inform the students that on "go" they have 5 minutes to write down everything that would need to go into planning that event and each task should be placed under the appropriate title. They will only have 5 minutes so they will need to be as detailed and organized as possible so that someone will understand exactly what is involved with the event.

### DISCUSSION POINTS

Each team should provide a summary of their event planning sheets to the group highlighting what they have placed under each column. Students can share insights and advice. You should point out to students the importance when planning an event or undertaking a project this method or one like it should be utilized to plan out the details and provide the organizational framework on how to get tasks done. Students can share upcoming events they have that need to be highly organized where they can utilize this method of organization. Using one of the competitive events you plan to participate in as an example, list the steps you would follow in organizing it. Record in your leadership portfolio.