



# DECA DIRECT

NOVEMBER-DECEMBER 2020  
CLASSROOM DISCUSSION GUIDE



[DECADIRECT.ORG](https://decadirect.org)

# DECA DIRECT

## DISCUSSION GUIDE

NOVEMBER-DECEMBER 2020

### PERFORMANCE INDICATORS

- Explain the nature of stress management
- Use time-management skills
- Exhibit a positive attitude
- Organize and prioritize work
- Confront difficult situations
- Explain the complexity of business operations

NAME \_\_\_\_\_

DATE \_\_\_\_\_

## FIVE APPS TO EASE YOUR STRESS

PAGE 11

Pick one of the apps discussed in the article and do more research. Complete the chart below, listing at least three features and benefits of the app.

App

Features and Benefits	
<i>Feature</i>	<i>Benefit</i>
<i>Feature</i>	<i>Benefit</i>
<i>Feature</i>	<i>Benefit</i>

Recalling that this characteristic is based on *how you prefer to recharge*, do you believe you are more of an extrovert or an introvert? Why?

--

Reflect on your activities over the past week. List two examples of times when you were in each of the Five Gears.

<b>Gear 1: Recharge</b>	
<b>Gear 2: Connect</b>	
<b>Gear 3: Social</b>	
<b>Gear 4: Task</b>	
<b>Gear 5: Focus</b>	

Which gear do you find yourself spending the most time in?  
Do you spend too much time or the correct amount of time in this gear?

--

Which gear do you struggle with the most?  
What is one action you will take to allow yourself more time in that gear?

--

## MANAGING STRESS AS A SMALL BUSINESS OWNER

PAGE 15

Natalie suggests focusing on your strengths and outsourcing your weaknesses. Imagine you're an entrepreneur starting your own business... What are three things you do really well that would move your business forward? What are three areas you would outsource to others?

Activities that match my strengths	Activities I would outsource

Natalie also talks about the importance of having a strong support system. Who is your support system? How do they help you?

<b>My support system is...</b>

## BUILD BETTER HABITS

<b>List one new habit you would like to build. Which technique will you try?</b>	
<i>I'd like to build a habit of...</i>	<i>I will do this by...</i>

<b>List one bad habit you would like to break. Which technique will you try?</b>	
<i>I want to break my habit of...</i>	<i>I will do this by...</i>

# FIVE TIPS TO TAKE YOUR PRODUCTIVITY TO THE #NEXTLEVEL

Try using the Eisenhower Matrix to prioritize your to-do list. Complete the matrix by listing all of your to-do items for the next week based on their level of importance and urgency.

	Urgent	Less Urgent
Important		
Less Important		

Once you've completed the matrix, list your top five priorities for the coming week in order.

My Top Five Priorities	
1	
2	
3	
4	
5	

List ten stressors, or sources of stress, in your life. Identify each stressor as **distresses** vs. **eustress** by placing an “X” in the appropriate column.

	Stressor	Distress	Eustress
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Practice turning your worries into action. Visualize competing in your chosen event... What are three things you can do to help alleviate your stress on competition day?

I can alleviate my competition stress by...	
1	
2	
3	