

Time Management Tips

1. Familiarize yourself with the Destination ImagiNation® season timeline that is found in *Roadmap*, as well as the suggested activities, as a checklist for yourself to make sure your team is making progress. Recognize that some teams will complete these stages more quickly and others more slowly, and usually teams move back and forth between stages. This is normal.
2. Create a Team Calendar. Make sure you include these dates:
 - Tournament dates
 - School vacations
 - Important test dates
 - Sports/music and other activities
 - Important recital competition dates
 - Holidays
 - Dress rehearsals
3. Adopt a framework for your meetings, and come prepared to meetings.
 - Divide your meeting into 4 parts: icebreaker or team building activity, research or skills building, discussion or physical work on the Team Challenge, and *Instant Challenge* practice.
 - Locate ahead of time books or Web sites about warm-up or team building activities (see “Suggested Resources: Instant Challenges, Team Building Activities & Improvisation” in cre8iowa’s Document Library).
 - Your program materials include an *Instant Challenge Practice Set* found in the Resource Area of <http://www.IDODI.org>. You’ll also find free *Instant Challenges* in the cre8iowa Instant Challenge Library, with links there to other resources.
4. Plan shorter meetings for younger students, and longer meetings for older students. Forty-five minutes to an hour is appropriate for *Rising Stars!*® and younger elementary teams, 90 minutes is appropriate for most elementary students, and 1½ to 2 hours is appropriate for middle and high school students. If you need to have a longer meeting, break it up with a snack and/or a FUN activity.
5. Make up a snack schedule for team members, and ask team parents to supply snacks.
6. Make up an *Instant Challenge* schedule, and ask team parents to assemble Ziplock® bags of materials for you.