

# Girl Formation



## Effective Time Management Written by Carrie Sayward

Both adults and kids struggle to maintain busy and demanding lives in today's society. The balance of work and play is a challenge for many of us. We all get 24 hours a day to juggle our many responsibilities, and how well we plan our day impacts how successful and happy we can be. While doing research for this article, I came across an analogy comparing time and money. We've all heard the expression, "Time is money." If you look at spending "time" like you spend "money", then you need to spend both wisely in order to get a good return. (ERIC, Volume VI, Issue 6) Therefore, you need to budget your time by being mindful. This is where effective time management skills and strategies come in.

It helps to start off by looking at your life, and placing activities into two categories: "Have-To's" and "Want-To's". Determining what activities are "Have-To's" versus "Want-To's" means you need to have some honest discussions about what your priorities are in life. Some guidelines for priorities are:

### Have-To's

Family responsibilities  
School and homework  
Sleep  
Eating right  
Personal Hygiene

### Want-To's

Activities  
Chill Time

Look at each activity and determine how much time it takes, and work out a plan that lets you spend the right amount of time on each one. Taking a shower, eating breakfast or getting enough sleep is going to be easier to determine your time commitment. School work, activities, family responsibilities and chill time may be harder to assign a block of time. Looking at them as short term goals or long term goals can be helpful. Short term goals are things you would like to accomplish today or over the next week. Long term goals are something you want to accomplish over the next month or year, and can be seen as part of the

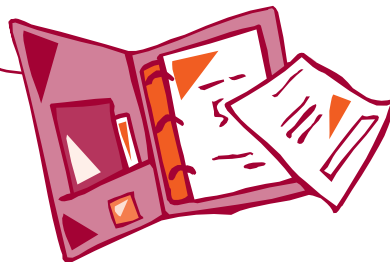
*"It's important to have a plan, a big picture. You can deviate from it or change it completely, but it gives you something to work for."*

Shannon Miller, Gymnast

"bigger picture" of your life. Reaching the goal may take a long time, but the activity is something you need to practice regularly to reach your goal. Maybe it's learning to play an instrument, or making it onto a sports team, or learning a new foreign language. Whatever the goal is it will take you regular practice over the next few weeks, months or year to meet that goal.

Try writing down your goal, and list the activities you need to do to reach that goal. It could look like this:

- I want to accomplish \_\_\_\_\_
- I need to do to \_\_\_\_\_ to accomplish my goal.
- I am going to put aside this time \_\_\_\_\_ to work towards my goal.



Hang your goals out somewhere you can see it so that you have a reminder. The next step is finding a time in your schedule to work towards you goal.

There are probably many goals you want to accomplish, so here are some tips on what should be a short term goal and what should be a long term goal:

## Short Term Goals:

- **Remember the big things.**  
School work and family responsibilities are the big things in your life.
- **Think about what is urgent.**  
When considering what is urgent, consider the deadline you have to complete a task.
- **Think about the consequence of not spending time on it.**  
Think about what will happen if you don't spend time on a specific task.

## Long Term Goals:

- **What do these things mean to my life?**  
Talk with your family about what things are important to you, and what you would like to work towards over a period of time.
- **Is this a now-or-never situation?**  
Certain activities are seasonal, so prioritize what activities you could do now and what activities you could do later in the year.
- **Am I doing this for me or for someone else?**  
Your time is precious so you want to spend it doing something you really care about and enjoy.

After choosing priorities and determining how much time they require, use a calendar to map out your daily schedule, your weekly schedule and a monthly plan. These templates can be found online or you can purchase a calendar at any office supply store.

## Mission

The goal of this publication is to effectively create a girls' network to:

- give Maine girls an opportunity to express themselves to other girls
- provide a way of promoting girls' events and opportunities
- inform educators, parents, and others about ways to support girls
- aid in the cross-fertilization of successful programs
- create a network of women working with and supporting each other's efforts.

## Contact Us

GirlFormation  
PMB 285  
647 US Rte. 1, Suite 14  
York, ME 03909

[www.girlformation.com](http://www.girlformation.com)

## Editor in Chief

Carrie Sayward

## Contributors

Carrie Sayward

Kathleen Hastings

## Advisory Board

Kathleen Hastings

Carrie Sayward

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## Time Management & Organization Tips for Parents:

- **Give your daughter a calendar.**  
Starting in early elementary, each child should have a calendar big enough for her to write upcoming events and activities.



- **Color code activities and school subjects.**  
Assign each activity or subject a color, and use that color on the calendar, the notebooks or the materials needed for the activity. For example, if your daughter plays field hockey, write the practices and games in blue and buy a blue field hockey bag to carry her equipment. For your daughter's math class, write the assignments and tests in green on the calendar, and buy green binders and green notebooks to hold her math work. This will allow your daughter to visually organize her activities.

- **Set an example for your daughter by finding a place for everything.**  
Your child learns by watching you. If you model organizational skills, your child will be more apt to develop those skills. Instead of dropping the mail in a big pile, try organizing bills and important documents while filing away the statements and paperwork you don't need out. Minimize the big mail pile by recycling those magazines and mailings you don't need in the recycling bin in the garage. Always looking for your keys? Hang a hook



by the door to place your keys on. These small measures will teach your child the importance of finding a place for everything to help stay organized.

- **Choose activities wisely and leave time relax.**  
Experts differ on how many hours a child should be involved in extra-curricular activities. Fundamentally, it's different for every child. Keep a watchful eye on your daughter to see how she's coping with her schedule and whether she's enjoying the activity. Make sure your child has unstructured time for being with friends, playing outside or just relaxing.
- **Be Patient and Be the Reward.**  
It takes time for families to adjust to new routines and organizational plans. You will probably need to practice many times, and reinforce the skills many times. This is normal. When your daughter does follow the new routine, reward her with your time. Offer to play a game, do an outdoor activity or go get a pedicure. Whatever interests your daughter, offer to do it with her as a reward for her good work. It will be more meaningful than just buying her something or giving her money.
- These tips are from a column called "Time Management for Kids" from the Better Homes and Garden Magazine.

If you or your child is a visual learner, then graphic organizers can be a great help. Many schools provide homework assignment books for students to write down their daily assignments. Ask to see your child's assignment book nightly. This holds your child accountable for writing in her assignments, and managing her time appropriately each night to complete her work. It is a great way for you to stay informed about your child's education, and gives you a convenient space to communicate with the teacher if necessary.

# Time Management Tips for Kids!



- **Set a homework time in a quiet place.**  
Pick a consistent time every afternoon or evening to do homework and study. Let your friends and family know when this time is so they don't disturb you while you work more efficiently in the peace and quiet.

- **Consult your calendar.**  
When you talk with your family about starting an activity, review your current commitments, and see if you have time to add an activity without affecting your scheduled obligations.
- **Don't over-schedule your life.**  
Avoid taking on too many activities. You don't want to be involved in so many things that you feel stressed out or lose enjoyment in what you're doing.

## Schoolwork:

- **Write everything down.**  
Use a weekly planner that breaks down each day of school. Use this planner to write down all assignments and tests as the teacher tells you about them. You'll have all your schoolwork information in one place which will save you time.
- **Stay organized.**  
Keeping your school papers and work organized will save you time. Get a folder or binder for each subject. You can assign a color to each subject to help you stay visually organized. If you assign the color green to science class, buy a green folder or binder to keep your science papers in. This way you can grab the right folder without having to search around. Another great time saver!
- **Avoid distractions while doing school work.**  
Homework time isn't time for the phone, computer or television. Homework can be challenging enough without the noisy distractions that can come from modern technology.

- **Involve your family.**  
Show your parents the assignment planner. They can help you to effectively plan your time for the week.
- **Don't underestimate the time it will take to complete an assignment.**  
When you plan how much time you'll need to complete an assignment, be realistic. If you're not sure how long to block out for an assignment, ask the teacher how long he/she thinks it will take.
- **Break up big assignments into smaller pieces.**  
When you're given a long term project, break it down into blocks of time over a couple weeks. Each time you complete a part of the assignment, you'll feel great about reaching your goal, and you'll be closer to completing the project!

## Sports and Activities:

- **Be informed.**  
Before getting involved in an activity, find out how much time you are expected to commit. Get all the information about meetings, practices, and games. Sit down and talk with your family about what the requirements are, and how you will be getting to all of the scheduled commitments.

## Are you over-scheduled?

- Do you rush from one event to another?
- Are you constantly watching the clock?
- Do you have to work really hard on scheduling your day so that everything fits?
- Do you take extreme measures to save time, like skipping meals?
- Are you often tired or grumpy?
- Do you feel like you have no free time?
- Are you enjoying your activity less because you're doing too much?
- Are you doing so many activities that you don't feel like you're not getting the most out of any of them?

If you are over-scheduled, talk to your family about cutting back on your activities. Dropping an activity doesn't make you a quitter. Everybody needs a little free time to explore our world more. Being involved in an activity should enhance your daily life not stress you out more.

### Avoid These Top Time Wasters!

TV • Video Games  
The Internet • The Phone

Each of these activities in moderation is fine, but doing them daily for hours at a time isn't a good use of your time. Set a time limit before sitting down to start watching, gaming, surfing or talking. Make these kinds of activities a reward for getting your work done. Tell a family member what your time limit is, and ask them to help you stick to it.

# Ask Kat: a place to get answers to your questions!

**Submit confidential questions to GirlFormation and Kat will get you accurate and helpful answers and information!**



**Kathleen Hastings** is an RN and certified massage therapist who works at Penobscot Bay Medical Center. She lives in Hope with her husband, two children, dog and cat.

## Influenza and H1N1 Virus and Schools

**CDC Guidelines for Grades K-12 for 2009-2010 the School Year**

**Written by Kathleen Hastings**

Autumn is just beginning and preparations for this year's flu season are well under way, including new recommendations, suggestions and policies designed to protect schools, both public and private. Not only are public health officials concerned about the traditional influenza virus, but even more caution has been directed toward the H1N1 virus (Swine Flu) and its anticipated impact on the 2009-2010 school year. The CDC (Center for Disease Control) has created guidelines for education providers grades K-12. The recommendations for child care settings and institutions of higher education are addressed in a separate document which is available by going to the CDC's website at [www.cdc.gov](http://www.cdc.gov). The goal of the CDC is to decrease exposure to regular seasonal flu and the H1N1 flu while limiting the disruption of day-to-day activities, and the vital learning that goes on in schools.

Most schools have already implemented routines to aide in the prevention of exposure. Students and teachers are encouraged to increase hand washing with soap and water. Teachers have disinfectant wipes in their classrooms to keep contact areas clean. Custodians are cleaning door knobs/handles, telephones, light switches, faucets and water fountains daily. In addition, all students and staff with flu-like illness are advised to remain home until 24 hours after resolution of fever without the use of fever reducing medications. Some schools are expecting to be locations for seasonal flu vaccines and H1N1 vaccines. Contact your local school for more information regarding the availability of these vaccines to its staff and students.



### CDC Recommended School Responses for the 2009-2010 School Year

#### 1. Stay Home When Sick:

Those with flu-like symptoms should stay home for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medications. They should stay home even if they are using antiviral drugs.

#### 2. Separate Ill Students and staff:

Students and staff who appear to have flu-like symptoms should be sent to a room separate from others until they can be sent home. The CDC recommends that they wear a surgical mask, if possible, and that those who care for ill students and staff wear protective gear.

#### 3. Hand Hygiene and Respiratory Etiquette:

Wash hands frequently with soap and water. When possible, cover noses and

mouths with a tissue when coughing or sneezing, or use a shirt sleeve or elbow, if no tissue is available.

#### 4. Routine Cleaning:

School staff should routinely clean areas that students and staff touch often with the cleaners they typically use. The CDC does not believe any additional disinfection of environmental surfaces beyond the recommended routine cleaning is required.

#### 5. Early Treatment of High-Risk Students and Staff:

People at high-risk for influenza complications who become ill with influenza-like illness should speak with their health care provider as soon as possible. Early treatment with antiviral medications is very important for people at high-risk because it can prevent hospitalizations and deaths. People at high-risk include those who are pregnant, have asthma or diabetes, have compromised immune systems, or have neuromuscular diseases.

#### 6. Consideration of Selective School Dismissal:

Although there are not many schools where all or most students are at high-risk, a community might decide to dismiss such a school to better protect these high-risk students. The decision to dismiss school should be made locally. This decision should balance the goal of reducing the number of people who become seriously ill or die from influenza with the goal of minimizing social disruption and safety risks to children sometimes associated with school dismissal.

#### Bibliography:

- Centers for Disease Control and Prevention. "CDC Guidance for School and Local Public Health Officials and School Administrators for School (K-12) Responses to Influenza During the 2009-2010 School Year." August 31, 2009. [www.cdc.gov](http://www.cdc.gov).

*continued on next page*

**Dear Kat:**

Every year, when I go back to school, I struggle with how to eat healthy at lunch. The cafeteria mostly has junk food, and if I want to eat something good for me the only option is the salad bar. I want to eat well, and I want to encourage my school to do the same. Any suggestions?

Signed, Fed Up!

**Dear Fed Up:**

Due to nationwide budget cuts, physical education programs have been minimized in many schools. At the same time, there is an increase in the availability of high caloric junk foods. Childhood obesity has become a national epidemic. Since 1981, obesity has increased by 106% in the United States. Children born after the year 2000 have a 33% chance of becoming a diabetic if they are boys and 39% if they are girls. For the first time in 200 years, today's children are likely to have a shorter life expectancy than their parents. The situation is sobering, and needs immediate attention.

School lunch standards have not been updated in 30 years. Even at that time, the standards only required 5% of essential nutrients like protein, Vitamin C or calcium, but there are no requirements for limiting fat, calories or sodium. These concerns are the topic of much discussion, and could be changing as soon as this year. Congress must reauthorize the Child Nutrition Act. With a healthy amendment led by U.S. Representative Lynn Woolsey from California, the issue has the support of 88 other members of Congress and a host of public health organizations, including, The American Heart Association, The American Dietetic Association, and The American Diabetes Association. Experts feel that the problem is not so much with school lunch, but with the availability of junk foods which kids can choose to replace or supplement for a healthier food choice.

The USDA (United States Department of Agriculture) will be joining the cause by embracing the use of more fruits, vegetables and specialty

foods in school breakfast and lunch programs consistent with the current recommendations. This in turn will help support President Obama's stimulus package by increasing the sale of locally farmed foods versus sales to corporate vendors and fast food chains. The new requirements are beneficial to farmers who are facing their own crisis as declines in this profession have dropped dramatically enough to be considered by the United States Census Bureau as "statistically insignificant". It is simple: With no farms, we have no food.

**4 Ways to Green Your Lunch Box**

- 1. Pack a no-waste lunch box.**  
Use a reusable lunch box or sack with reusable containers. Diminish the use of prepackaged foods, like juice boxes and pouches.
- 2. Lunch Box Alternatives**  
Lunch sacks, lap-top lunch boxes, lunch box, reusable lunch bags
- 3. Include fun organic snacks that rival the vending machine.**  
For example, "Annie's Bunny Grahams", "Fruit Leathers", nuts, dried fruits, and/or organic chocolate.
- 4. End the sandwich dulldrums.**  
Be creative make wraps, soft tacos and/or quesadillas.

In an effort to immediately implement healthier food choices, try packing a lunch from home with fresher and healthier food choices and reusable containers. This would be more nourishing and support the green movement. If making your own lunch is not possible, steer away from the junk food options that are tempting at school, and buy the hot lunch meal for that day even though it may not be your first choice chances are it will be more nutritionally balanced and cheaper, than a chocolate bar, bag of chips and a soda. Also, many schools have implemented "farm to school programs" which are designed to combine agriculture and nutrition education.

*continued on page seven*

*5 Days of Healthy School Lunches*



*Monday:*

- Baked Tortilla Chips
- Fresh Salsa
- Stovetop Chili
- Blue Corn Muffin

*Tuesday:*

- Pretzels or Popcorn
- Multigrain Rotini with veggie salad
- Fruit and oat granola bar

*Wednesday:*

- Trail mix with dried fruit and nuts
- Whole wheat pita pizzas with veggies
- Plain or vanilla yogurt with fresh berries

*Thursday:*

- Broccoli florets with red pepper
- veggie dip
- Cold sesame noodle salad
- Whole wheat oatmeal cookies

*Friday:*

- Celery, carrots, and cucumber slices with black bean hummus
- Spinach Strata
- Jam crumble bars



## October

### Jane of All Trades October 10, 2009

Meet the women of Women Unlimited who will teach us about women in the fields of carpentry, construction and more. In this adventure, girls will also learn how to build their own tool box to take with them the next time something needs fixing!

Location: Hardy Girls Healthy Women, 14 Common Street, Waterville

[www.hardygirlshealthywomen.org](http://www.hardygirlshealthywomen.org)



### Horse Handler October 24, 2009

How does body language affect the horse on and off the ground? Jacqui Byron, Owner of the Treasure Equestrian Center and Rider, will talk about techniques. You'll also learn how to control movement, and establish yourself as a leader!

Location: 238 Prescott Road, Manchester, Maine

[www.hardygirlshealthywomen.org](http://www.hardygirlshealthywomen.org)

### World of Woods November 14, 2009

Meet Erica Block and the women of the Woodsmen Team. Learn the difference between a bow saw and a cross cut saw among other fast paced, exciting wood chopping and axe skills. Demonstrations in speed fire building too!

Location: Woodsmen Field, Washington Street, Colby College, Waterville.

[www.hardygirlshealthywomen.org](http://www.hardygirlshealthywomen.org)

## November

### Transforming Leadership November 07, 2009

A regional workshop sponsored by the Girl Scouts of Maine for adult volunteers and girls in grades 6-12. They will be offering a variety of enriching sessions for leaders and girls. Location: Mt. Ararat High School, Topsham.

[www.girlscoutsofmaine.org](http://www.girlscoutsofmaine.org)

### Transforming Leadership November 14, 2009

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The staff at *GirlFormation* are pleased to present camp topics

# GirlFormation

## Body Image Camp

Body Image Camp allows participants to come together and engage in specific activities that are centered on encouraging positive body image. Activities and topics include:

- Games, quizzes and peer interviews surrounding peer pressure
- Eating disorder education
- Impact of media on teenage girls
- Arts and crafts that encourages self reflection

Please e-mail Christina Francis at [cfrancis@girlformation.com](mailto:cfrancis@girlformation.com) for available dates. Check us out online at [www.girlformation.com](http://www.girlformation.com)

Participation, materials, and lunch are free. Spaces are limited.

## Making Cents of Money



Making Cents of Money is a new camp to our program. This camp is an introductory outline to personal finance. Activities and topics include:

- Credit card management
- Balancing check books
- Buying a car and saving for college
- Investing in your future

December

**To Her Own Beat  
December 05, 2009**

Drums come in all shapes and sizes, and you don't need to be in a rock band to make some noise! Everyone is a musician. In this workshop, meet Phyllis Capanna, who plays the frame drum and learn different rhythms, beats and songs.

Location: Hardy Girls, 14 Common Street, Waterville

[www.hardygirlshealthywomen.org](http://www.hardygirlshealthywomen.org)



### Book Club

Join now, "A Girl's Point of View Book Club", meeting at over 80 of Maine's elementary, middle and high schools. Heading into its third year, these book clubs provide an opportunity for girls of all levels and abilities to read the best contemporary fiction focusing on many issues girls are facing today. Space is still available. If you are interested in starting a book club at your school, please contact Mary Schilling, at 230-0170.

Ask Kat, continued from page five

This could include anything from visits to local farms and farmers markets to having their own school garden, even composting and recycling. This allows the student to make the connection between the community, the cafeteria and the classroom. Soon, schools nationwide may be making these connections as progress is made in our schools' lunch requirements, and thus our children's health.



If you are involved in a gardening or composting initiative at a school or in the community, GirlFormation would love to do an article about your program. Please let us know by contacting us at:

### GirlFormation

PMB 285  
647 US Rte. 1, Suite 14  
York, ME 03909

or online at [www.girlformation.com](http://www.girlformation.com)

#### Bibliography

1. Shapley, Dan. "School Lunch Nutrition Standards Haven't Been Updated in 30 Years." [www.thedailygreen.com](http://www.thedailygreen.com) 3/06/09.
2. The Community Food Security Coalition. "The National Farm to School Program". [www.foodsecurity.org](http://www.foodsecurity.org).



[www.GirlFormation.com](http://www.GirlFormation.com)

visit [www.girlformation.com](http://www.girlformation.com) to view newsletters, copy & paste articles, sign up to receive GirlFormation free of charge and for future events including Body Image Camps.



September, 2009 to June, 2010.

### Catch the Creative Wave



Catch the Creative Wave, self expression workshop for girls. The "Catch the Creative Wave" camp focuses on activities that encourage creative self expression, self reflection, relaxation and self-care.

### Positive Connections

Healthy Relationships is another new camp to our program. This camp allows teenage girls to get together to discuss positive peer relationships, make new friends, learn skills related to peer counseling and educate one another about abuse within relationships and friendships. Activities and topics include:

- Healthy vs. unhealthy friendships and relationships
- Peer Counseling and support
- Bullying & Cyberbullying
- Relationships with parents & teachers

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*“There is a richness in a life  
where you stand on your own feet...  
You set your own ground rules,  
and if you follow them,  
there are great rewards.”*

Margaret Bourke-White  
Photographer, 1904-1971



This edition of GirlFormation is about Time Management for Kids. Everyone is so busy these days, and it's important to have a plan on how to accomplish all the goals we have! We have lots tips and strategies for parents and kids on the first three pages of the newsletter. We have two important Ask Kat pieces on pages 4-5. The first Ask Kat piece is about the H1N1 or Swine Flu virus. Kat has included lots of tips for the prevention of spreading this flu. The second Ask Kat piece is about Healthy School Lunches which is an issue many households are dealing with daily. Kat has suggestions for healthy school lunches, and how to make your lunch “greener” or environmentally conscious! The last two pages of this edition are reserved for the Fall calendar. There are a number of fun and exciting opportunities for Maine's girls in the next couple months, so please check out our calendar! Thanks for reading and supporting GirlFormation! If you'd like a free subscription to GirlFormation, please sign up by visiting our website: [www.girlformation.com](http://www.girlformation.com)!

Thanks again!  
Carolyn Sayward, Editor, GirlFormation

Be sure to visit us online at [www.girlformation.com](http://www.girlformation.com)