

TIMELY TIPS

Curriculum

Keeping Staff Morale High During Spring Deadlines

OBJECTIVE

Students will understand the importance of maintaining team morale during high-stress deadlines and participate in team-building activities designed to keep motivation and energy levels high.

MATERIALS NEEDED

- Whiteboard or chart paper
- Markers
- Small prizes or treats (optional)
- Slips of paper for a gratitude or shout-out activity
- A timer or stopwatch (for quick challenges)
- Printed or digital copies of the current deadline schedule

PART 1

INTRODUCTION (10 MINUTES)

Discussion Starter: “How do you feel when a deadline is approaching?” List responses on the board.

Reality Check: Acknowledge the stress but emphasize that staying positive and working as a team makes deadlines easier.

Framing the Lesson: Explain that today’s lesson will focus on practical ways to keep spirits high and support each other during deadline season.

PART 2

THE POWER OF ENCOURAGEMENT (10 MINUTES)

Introduce the “Shout-out Board.”

- Have students write positive notes about their teammates’ contributions and post them in a visible spot.
- Discuss how acknowledging effort can improve morale

PART 3

QUICK TEAM-BUILDING CHALLENGE (15 MINUTES)

Split students into small teams.

- Give each team a fun, short challenge, like the examples in this [training video](#) and [blog](#).
- The goal is to incorporate teamwork and laughter into the workday.

PART 4

DEADLINE MOTIVATION STRATEGIES (15 MINUTES)

Brainstorm as a group:

- What helps you stay motivated? Write responses on the board.
- Share specific team traditions (e.g., “Snack Fridays,” “Theme Days,” or “Music Hour”).
- Assign students to implement one new morale-boosting activity before the next deadline

PART 5

REFLECTION AND TAKEAWAYS (10 MINUTES)

- Have students reflect on a time when someone lifted their spirits during a stressful time.
- Ask them to list one thing they can personally do to help keep the team’s energy up.
- Close with a group affirmation (e.g., “We’ve got this!”) or a fun group cheer.