



# Meeting deadlines

## Card Game

Spanish team



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## 0. Introduction

The game is for groups between 3 and 5 students/players.

A card game with several decks. Where one gives the examples, in a handful of environments where the deadline is not met. Other deck where there's different possible outcomes, solutions or consequences (mostly bad ones). The player that gets the best card out of the second deck (the outcomes) wins.

## 1. Subject / Skill

### Meeting deadlines

If you are meeting deadlines, you are punctual, you do something or arrive somewhere at the right time and are not late. "Punctual" is often used synonymously with "on time".

Punctuality is the state of being prompt.

The Latin root of punctuality is punctus, a sharp point. Therefore people who value punctuality will tell you to meet them at six o'clock sharp, or right on the dot — in other words, at exactly the agreed-upon time.

## 2. Type of activity

Interactive game showcasing the outcome of not meeting deadlines or not being punctual, thus showing that defeat is not the worst thing that could happen to you.

## 3. Objectives

The importance behind being punctual because:

- Meeting deadlines and a punctuality habit can help you improve your job success.
- If you meet deadlines and you are punctual, you will perform effectively.

By the end of the activity lesson learners will be able to understand the importance of meeting deadlines and to be punctual.

## 4. Time to develop the activity

It may not last more than 10 minutes, because of the amount of possibilities given.

Playing the game for 20 minutes, the students will understand the importance of the different actions depending on the kind of situation.

## 5. Material

### Deck 1 – Cards of situations

#### Situations where you must meet the deadline

1. Come in time for an exam.
2. Take a transport.
3. Give a worksheet in time (educational environment).
4. Come in time for job interview.
5. Go to a meeting.
6. Finishing the task in an efficient way and in time.
7. Following the opening and closing schedule of the workplace.
8. Meeting the established deadlines.
9. Arrive at work.
10. Arrive at a work appointment (meeting with a client).



### Deck 2 – Cards of actions

#### Examples of non-compliance, 10 of compliance in the last moment and 10 of good fulfillment of deadlines

##### NON-COMPLIANCE

- Do not deliver work in time.
- Not knowing that a job had to be delivered.
- A problem arises, and you do not communicate it.
- You try to do it at the last minute and there's no time.
- Not everything is specified, and there's no time to clarify.
- You have the job done, but you cannot deliver it for some reason.
- You lose your work and you do not have time to do it again.
- Deliver work after the deadline.
- You have the job done, but the website is down.
- You have the job done, but the deadline **has been** advanced.



##### REGULAR COMPLIANCE

- Waiting until the last minute.
- Procrastinating.
- Thinking a job is done, but it isn't and you have to finish it in a hurry.
- Starting thinking about the job the day before.
- Hurrying to finish a job in the last minute.

- Not starting an assignment the moment you receive it.
- Letting time go by.
- Not working step by step.
- Believing that you have more time and not revising the date.
- Doing the job just before the day of delivery.

### **GOOD COMPLIANCE**

- Delivering the assignment in time.
- Working little by little.
- Starting working when you receive an assignment.
- Deliver work a week before deadline.
- Checking the work every day so as not to go in a hurry.
- Finish the job with time to revise.
- Delivering an assignment the day you receive it.
- Delivering an assignment the same week you receive it.
- Delivering an assignment with days in advance.

### **Deck 3 – Cards of consequences**

#### **Good or bad consequences for compliance or non-compliance with deadlines**

- a. You don't meet a deadline at work, so you are fired.
- b. Since you are not meeting deadlines at work, your boss no longer trusts you to assign new projects.
- c. At work you have met a deadline and the boss rewards you appreciating your work.
- d. By meeting the deadline, you feel more confident about our new projects.
- e. When you don't meet a deadline at work, your boss will assign you to less ambitious projects or projects that have less value.
- f. It has been fulfilled in the work because it has never breached a deadline.
- g. The delivery deadline with good customer have met well.
- h. You have met a delivery deadline with a customer.
- i. Your company has a bad reputation for not meeting deadlines.
- j. Your company always meets the deadlines and as a result you are more successful.



## 6. Steps / Procedure

1. One student shuffles Deck 1 (Situations) and Deck 3 (Consequences) and, after that, the student shuffles the cards of Deck 2 (Actions) and gives one card to each student. Repeat the process while there are cards to be distributed.
2. One situation is placed on the table.
3. Players must choose a card from the actions they have.
4. The students discuss the best the best action card, who wins the round.
5. The process is repeated until there are no more actions cards.
6. The player with more rounds won, wins the game.
7. Finally, the students discuss matching the consequences with situations & actions.