

# The Empowered Advisor Guide

As a DECA advisor, you wear many hats—coach, organizer, mentor, cheerleader—and sometimes, all in the same hour. This guide is here to help you streamline what matters most, carve out space for your own well-being, and stay connected to the incredible impact you make every day. Whether you're prepping for competition season, managing student leadership teams, or just trying to breathe between bells, these time-saving hacks, self-care strategies, and reflection tools are designed to support you. Because when you thrive, your students do too.



## Streamline Your Season: Time-Saving Hacks

### Quick Competition Prep Tools:

- Use rubrics from previous years for mock judging
- Create a shared Google Drive for team resources
- “Pick 3” Focus: Prioritize only 3 categories to avoid overwhelm

### Delegation Ideas:

- Assign student leadership roles (communications lead, logistics captain, etc.)
- Start a "Shadow Advisor" program with returning seniors

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### **Recharge Without Guilt: Advisor Self-Care**

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What tasks drain your energy but aren't essential? Can a student or volunteer take them on?

#### **Micro-Moments of Reset**

- Keep peppermint oil or stress-relief balm in your desk
- Practice the 3-2-1 grounding technique between classes: 3 things you see, 2 you hear, 1 you feel

#### **Say No with Grace**

"That's a great idea — let's revisit it next semester when we have more capacity."



### **Reflect & Reconnect: Advisor Wins Worksheet**

Celebrate the moments that matter most. Use the worksheet on the following page to help you reflect on your wins—big or small!



# Advisor Wins Tracker

Use this worksheet at the end of each month or term to stay connected to your “why.”

A moment that made a difference this week ...

A student I’m proud of ...

One thing I’ve learned or tried ...

Advisor high-five moment...

