



Learning Activity 11–13: Time Management Exercise

OBJECTIVE

The objective of this learning activity is to

- ♦ apply the rules of time management to determine the priority of standard daily tasks.



MATERIALS

For this activity, you will need

- ♦ Training Instrument 12–10: Time Management, one copy for each learner
- ♦ Tool 12–10: Time Management, one copy for each learner.



TIME

- ♦ 20 minutes

INSTRUCTIONS

1. Divide class into four groups.
2. Distribute copies of Training Instrument 12–10.
3. Hand out one copy of Tool 12–10 to each group.
4. Each group will follow the instructions on the Training Instrument to practice prioritizing duties based on time-management principles. Their goal will be to prioritize the list of tasks based on their urgency and value to the organization.
5. After the activity, conduct a debriefing discussion with the team and the rest of the class, using the questions provided.

DISCUSSION QUESTIONS FOR DEBRIEFING

- ♦ Was there any disagreement in your group about the order of your prioritized items?

- ♦ What helped you determine the order of priority?
- ♦ How can you teach your staff to prioritize projects and tasks?