

## 7e. Example of a half-day Time Management Training Program

### Time Management Program

0 - 5 mins:           **Introduction**

What is experiential learning. Program objectives. Program rules - Participation, Being accountable, Willing to learn from results

5 - 20 mins           **Aeroplane Game**

Task:           Make a paper aeroplane that goes further than anyone else's paper aeroplane

A short, high energy game that challenges participants' assumptions and the mental models that can inhibit their ability to reach the kind of innovative solutions that dramatically improve performance.

20 - 25 mins           **Why Manage Time Better / Participant Objectives**

Task:           Flipchart the benefits participants expect from better time management.

A simple and effective way to achieve participant buy-in to the process.

25 - 35 mins           **2010 Vision**

Task:           Participants visualise what they will be doing in the year 2010 and how they will be living their lives.

An excellent activity to precede goal setting.

35 - 55 mins           **Off My Back**

Task:           Participants write out non-business-productive activities that get in the way of doing business effectively and stick it on another participant's back. They remove the sticker on their own back by asking laser-like questions.

Identifying, communicating and overcoming the key barriers to time management and improved business performance in a lively game ...

leading to ...

55 - 65 mins           **Red Dot Exercise**

Exercise:       Use the red dots provided to vote for the biggest barriers to time management

Prioritising barriers to performance confronting this group and how to overcome them. This session will also provide the priorities for planning action later in the workshop

65 - 105 mins            **Goal Setting**

Task:            Participants learn how to set realistic and achievable goals using the SMARTIE method.

Powerful tool to achieving any outcome and an imperative exercise before prioritising.

105 - 115 mins            **Break**

115 - 145 mins            **Basket Ball Bonus**

Task:            Teams help their best thrower to get balls into a bucket whilst overcoming a series of barriers

High energy problem solving game challenging participants to adopt a creative orientation when confronted by barriers to team performance and in so doing improve results despite the apparent handicap

145 - 175 mins            **Prioritising, Tips and Traps and Using a Diary System**

Task:            Participants learn how to set priorities using the Covey method, understanding the long term and short term ramifications of their choices. How to best manage the system in the daily diary.

Using a simple four quadrant model to prioritise their “to do list” and how to put it into effect.

175 - 185 mins            **Prioritising Exercise**

Exercise:        Participants challenge their key time-wasters in a simple role play.

Provides a room full of alternative actions to overcome everyday distractions.

185 - 205 mins            **Relay Challenge**

Task:            Teams race each other in a kids style relay race with egg and spoon, sack, wheelbarrow, chariot and three legged race components

An exciting and energetic relay race that will challenge participant’s mental models and assumptions and demonstrate how to achieve extraordinary results in far less time than they thought possible.

205 - 220 mins            **Weekly Plan Exercise**

Exercise:        Plan action to reduce or completely overcome the identified time management barriers

What are participants going to do differently on their return to the office? What can they do in one week that will have a positive impact, no matter how small?

220 - 240 mins            **Summarising and Questions**