

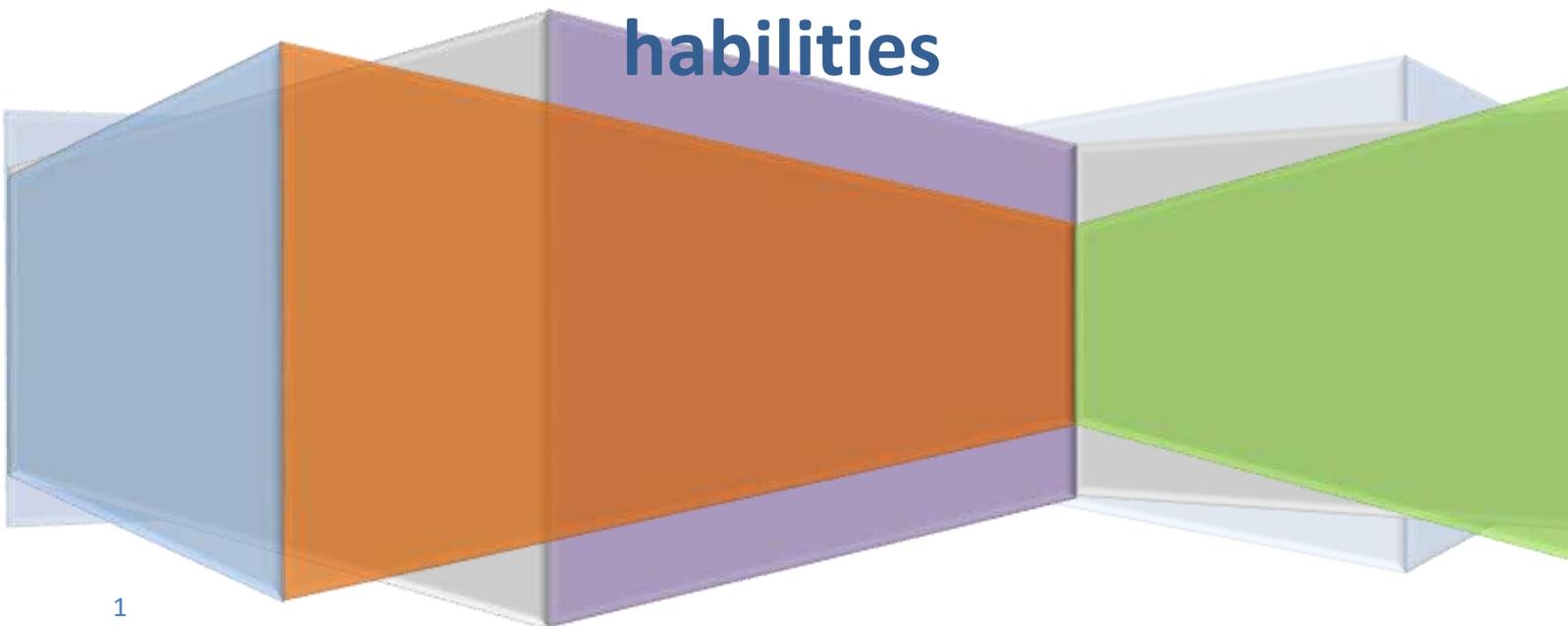


IO2. Task 2.2

Work slowly, work better

Training toolbox

Development of habits, routines and habilities



1



NAME OF THE TOOL: MOVING INTO ROUTINES

ORGANIZATION AND COUNTRY: I&F - IRELAND

Online Face to face

Overview (What I am going to learn?):

Participants will learn how to develop a routine at work and the importance of routines for SNAIL performance.

Objective (What am I going to learn it for?):

The aim of this activity is to practice the steps towards routine development. Participants will therefore reflect on the areas of work in which they need to develop routines to work in a SNAIL manner.

Materials:

Pen or pencil and paper

Time: 1 hour approximately

Target group:

Leaders and employees of a company, especially in SMEs

Instructions for facilitators

Divide the participants into groups of 3. It would be useful if at least 2 of them work in the same department so that they can give each other feedback. Then follow the tasks and procedures below.

Tasks and procedure

1. The facilitator will suggest participants to **think what needs to be in their routine** starting with and end in mind. Prioritizing what is more important for the accomplishment of their work. This will take approximately 5 to 7 minutes.



2. Ask participants to split the initial groups to explore the routines proposed by other participants and to exchange thoughts about the questions below (5-7 minutes)
 - a. What is the routine?
 - b. Why did they choose it?
 - c. What will they achieve if they develop this routine?
 - d. Ask them how easy/difficult they find the development of the routine (they will probably find it difficult)

3. After that, the facilitator will lead a 15-minute discussion with the whole group to discuss about:
 - a. What was the reaction of your peers when they knew about your routine?
 - b. What do you think about the routines of other people?
 - c. Did you feel judged or criticized?
 - d. What do you think about routines now? Do you consider them useful?

4. Ask participants to re-join their initial teams and to divide the chosen routine into small steps or goals (5 minutes)
 - a. Explanation: While a big goal is exciting to tackle, it is what often leads to failure as we take on too much. If your overall routine is overwhelming divide into small easy to do steps and congratulate yourself when done it.

5. Once the routine has been broken down into easier chunks, ask them to add the last few ingredients to make it more motivating (5-7 minutes)
 - a. Make it fun by thinking of a simple and funny reward system for the team.
 - b. Set up a start date
 - c. Get specific but schedule time for flexibility

6. At this point the facilitator will give participants 10 minutes to analyse their answers and draw conclusions individually. Participants will be able to explain their new routine, what they will achieve with it, the difficulties they have encountered and how they have solved them.

7. The facilitator will open the floor to volunteers to share their views.

8. Finally, the facilitator will give participants another 10 minutes to answer these questions if they are not happy with the result:
 - What would you need to start doing?
 - What would you need to stop doing?



- What would you need to keep doing or increase?

Adaptation to online implementation

This activity can easily be done online. The facilitator and participants will need a computer, a good Internet connection and a platform such as Zoom or Google meets. The facilitator will need to create one virtual room per group.

It is important to remind participants to respect the speaking time and to mute their microphone when the whole group is in the same room to avoid disruptive noises.

Connection with the skill

This activity is directly related to skill in the sense that it will help them to break bad working habits that prevent a SNAIL working environment. The activity will encourage them to create the routines that they consider appropriate in their companies.

Conclusion and evaluation

We tend to use the words “habit” and “routine” interchangeably but they both mean two distinct things. Routines require deliberate practice and awareness and do not happen in an automatic mode.

Through this exercise, participants will be able to understand the process they need to develop to create the practice that will eventually lead them to the routine.



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