

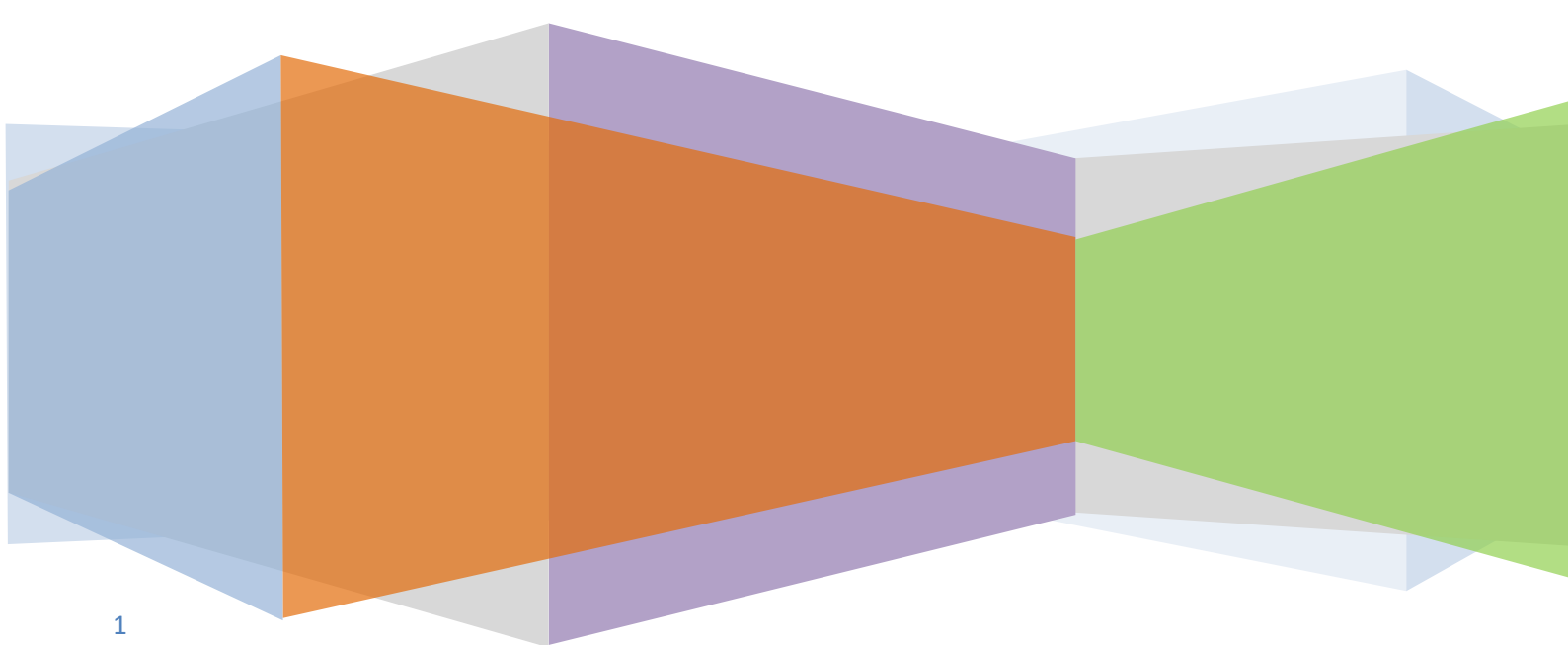


IO2. Task 2.2

Work slowly, work better

Training toolbox

Distraction and disorder



1





NAME OF THE TOOL: Identifying time wasters

ORGANIZATION AND COUNTRY: LUV Slovenia

Online Face to face

Overview (What I am going to learn?):

With this exercise, participants will be encouraged to think about workplace issues that could potentially reduce employees' productivity. It is ideal for individuals who would like to increase productivity by limiting the distractions. This exercise is most effective when used habitually and if productivity issues are addressed regularly and collectively.

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

The exercise aims at participants to successfully identify time wasters and sources of reduced productivity in the workplace with special focus on distractions.

Materials:

- A large, private room.
 - Up to four people in each group.
 - Blank rectangular-shaped cards or post-it notes.
 - A wall or board to stick the notes to.
 - Materials that will help you stick the cards to the board.
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Time: 30 minutes

Target group: Managers and employees of SMEs



Instructions for facilitators

This activity is individual based, but it also includes elements of group work, therefore make sure that you gather as many workers as possible.

In this activity, participants must think of workplace distractions and its effect on employee productivity and performance. Everyone receives a deck of blank cards or post-it notes, and the cards should be ordered by priority. The activity is then followed by a group discussion and evaluation of potential methods to reduce distractions at work.

Tasks and procedure

The following steps will ensure successful implementation of the tool:

- Play the participants a video on “The Distracted Mind”, available on this link: <https://youtu.be/JQKELDNnzUQ>
- Try to engage a short debate on what was seen on the video.
- Provide the participants with blank cards or post-it notes.
- Ask each person to write a list of their top typical distractions that can lead to lack of personal productivity. The distractions identified could be either personal, group related or company specific.
- Emphasize that each idea should be written on a separate card. After that, the cards should be rearranged in order of priority.
- Once arranged, the cards should be numbered based on priority from 1 to 10 (1=most important, 10=the least important).
- Each person should then stick the cards randomly on the board.
- Then the whole group can work together, reading through the ideas and paying attention to priorities. Collect similar ideas together and remove duplicates.
- The participants should then set up a final list of top 10 distractions and record them on a separate list. This is the result of the entire session.
- Well-managed group discussion can then follow, addressing the issues individually and expressing ideas on how to solve a particular issue.
- Finish the exercises by listing down possible solutions of eliminating distractions.

Discussion:

- Was there a pattern in the types of concerns raised?
- Did you reach an agreement on what the critical issues are?
- Is it easy to address the productivity issues or are they a manifestation of wider company-related issues?
- What are the most common and beneficial methods to eliminate distractions at workplace?



Adaptation to online implementation

In an online environment, this activity could be implemented with the use of two online tools, such as Padlet or Google Jamboard.

Padlet ([Dashboard | Padlet](#)) is an online tool that supports virtual brainstorming, collation, and collaboration activities. In this exercise, Padlet could be used as a board for online stick-it notes, where participants could gather their ideas.

Google Jamboard ([Google Jamboard](#)) is a digital, interactive whiteboard available both on a physical screen panel and on tablet, mobile and web applications. In this exercises, Jamboard could be used as a tool to gather and sort ideas by colour, priority. The biggest advantage of Google Jamboard is that you can create different slides with different elements on each slide.

Connection with the skill

This activity builds distraction elimination skills as team members analyze information, evaluate and cooperate with one another. It also encourages them to listen and to think about the way they can deal with distractions at workplace.

By developing their problem-solving skills, you can improve their ability to get to the bottom of complex situations. And by refining their decision-making skills, you can help them work together maturely, use different thinking styles, and commit collectively to decisions.

Conclusion and evaluation

After everyone has finished the exercise, invite your teams to evaluate the process to draw out their experiences. For example, ask them what the main differences between individual, team and official rankings were, and why. This will provoke further discussion.

Sources

[Time Management Exercise: Identify Time Wasters > Skills Converged > Free Training Materials, Exercises, Ice Breakers & Roleplays | Skills Converged](#)

[\(168\) The Distracted Mind - YouTube](#)

[Biggest Workplace Distractions That Kill Productivity - businessnewsdaily.com](#)



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