



IO2. Task 2.2

Work slowly, work better

Training toolbox

Distractions and disorder





NAME OF THE TOOL: Time and priorities

ORGANIZATION AND COUNTRY: LUV

Online Face to face

Overview (What I am going to learn?):

With this exercise, the participants will first learn about the importance of prioritising as well as look closer at their main tasks and goals as a team. They will prioritise team's efficiency and direction towards objectives. The participants will also learn how much time some distractions can use and therefore misguide us from our priorities.

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

By learning about the importance of planning and recording the amount of time spent on different tasks, the participants will be able to improve their performance while prioritising their main tasks based on their main objective.

Materials:

- the puzzle word,
 - pieces of paper and pens,
 - a flipchart or common board to write team priorities on.
-

Time: 30 minutes

Target group: Workers of SMEs

Instructions for facilitators

This activity can be done in a group setting with smaller or larger groups. If the number of participants is relatively high, it is best to implement the activity in smaller groups.

The activity makes the participants aware about the amount they spent on working on priorities and ponder on the amount of time that is used on distracting tasks. Everyone receives a worksheet (see annex 1 and 2) to follow the activity and are encouraged to participate in a guided debate.





Tasks and procedure

First, distribute a copy of the puzzle word and pens to the participants. Ask them to try to find the missing words and fill in the worksheet. After they are done with this part of the activity, try to encourage a debate on the statements.

Be sure you guide the activity using the following instructions:

- Ask them to comment on each statement and write down the key points.
- Explain the importance of following the Pareto principle when commenting on statement 2 in their work practices.
- Talk about the Eisenhower matrix when commenting on statement 4.

After this energizer, continue with the main activity where you will look closer at the participants' main tasks and goals as a team, while examining and prioritising efficiency and direction towards the team's objectives. See Annex 2 to help you with this activity.

Do the following steps to reach the objective:

- 1) Distribute a copy of the activity sheet and a pen between the participants.
- 2) Explain they have 10 minutes to go through their sheets (Annex 2) and do the exercises.
- 3) After 10 minutes, ask the participants to sit in a circle and share their answers with the rest of the group.
- 4) Guide the discussion with the following questions:
 - a) How did you find the activity?
 - b) Were there any similarities between other people's priorities and yours?
- 4) After the discussion, make a summary of team priorities and see if there are any similarities between individual and team priorities.

Adaptation to online implementation

The activity is best to be implemented in Zoom or any other virtual environment.

Use the following online live worksheet when implementing this activity in an online environment. The participants should fill in the missing words and see if their answers are correct.





Link to the online live worksheet:

[Time puzzle word worksheet \(liveworksheets.com\)](https://www.liveworksheets.com)

If there is a large number of participants, encourage a debate in smaller group using the break-out room method.

End the activity by putting the summary of team priorities in a Google Docs format.

[Google Docs](#) allows users to create and edit documents online while collaborating with other users in real-time.

Connection with the skill

The activity is connected to the importance of distractions and disorder. Planning work responsibilities is crucial for one to balance all the things one needs to do. The activity there builds one's awareness about the importance of focusing on important things and eliminating distractions.

Conclusion and evaluation

Conclude the activity by listing team's priorities and discover the similarities.

Evaluate the activity with the following questions:

- How interesting was the topic to you? (1 – not interesting, 5 – very interesting)
- What did you find most helpful about this continuing education activity? (open question)
- What one thing will you do differently after participating in the activity? (open question)
- What one thing did you learn today that everyone in your organization needs to know. (open question)

References:

[training activity time management sentences puzzle \(trainingcoursematerial.com\)](https://www.trainingcoursematerial.com)





ANNEX 1

1. _____ is good to be invested into important work responsibilities, as it saves time in the future (vertical).
2. In most cases _____ (horizontal) of the activities you spend time on doing will produce _____ (vertical) of the results you want to achieve.
3. Setting a specific _____ (horizontal) is a powerful tool that sets direction of your life and business.
4. Proper and ongoing _____ (Vertical) prevents individual's and team's poor performance.
5. Even if you know all the tips for proper time management, you can often fail if you cannot distinguish between _____ (horizontal) and _____ (vertical) activities.
6. A to do list will not do you much good if it's not _____ (horizontal).

R	O	J	L	G	U	L	F	T	R	A	I	N	N	O
T	W	E	N	T	Y	P	E	R	C	E	N	T	R	U
I	G	I	P	L	U	L	O	O	S	E	R	T	O	R
M	Y	G	A	U	N	A	P	P	L	E	H	R	P	G
E	O	H	R	X	B	N	O	W	A	Y	J	K	H	E
J	P	T	I	O	E	N	E	E	D	F	O	R	L	N
O	J	Y	S	R	L	I	M	P	O	R	T	A	N	T
Y	A	%	G	T	E	N	E	W	T	I	M	E	O	F
R	G	R	O	V	O	G	O	A	L	H	A	D	N	O
P	R	I	O	R	I	T	I	Z	E	D	U	N	D	E

Key words: time, twenty percent, eighty percent, goal, planning, important, urgent, prioritized





ANNEX 2

Priority Activity Sheet

Activity	% of time spent	Too much time?	Too little time?

Summary of team priorities

1.

2.

3.

4.

5.





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