

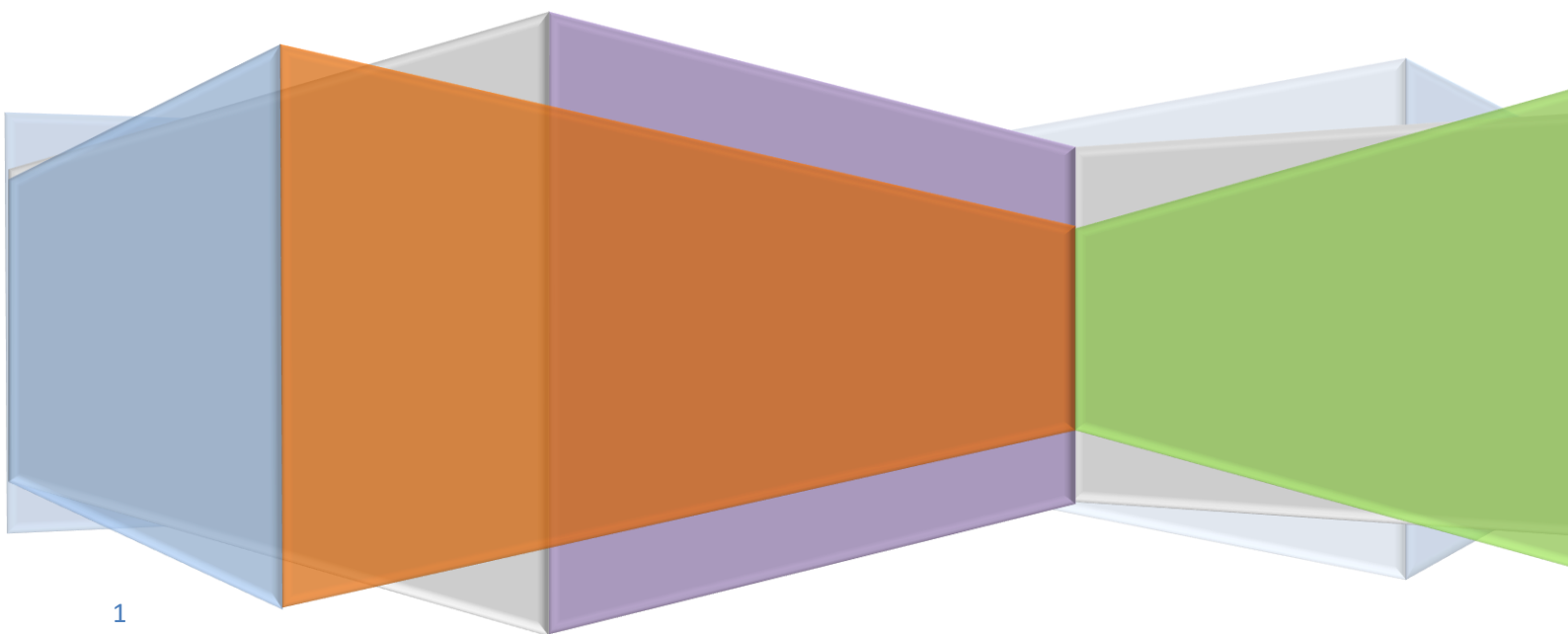


# I02. Task 2.2

## Work slowly, work better

### Training toolbox

### Multitasking



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## NAME OF THE TOOL: "ALL AT ONCE"

### ORGANIZATION AND COUNTRY: Orange Hill (Poland)

Online  Face to face

#### Overview (What I am going to learn?):

Thanks to the implementation of the exercise, participants will learn:

- to prioritize the tasks they have to perform,
- how to deal with carrying out many tasks at the same time (multitasking),
- achieve goals under time pressure.

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

Participants will realize the importance of prioritizing particular tasks that must be performed. This is especially important when we have to complete many tasks in a very short time. Thanks to this, it will be possible to complete the most important tasks more efficiently and postpone less important tasks for later. The order in which the tasks are performed plays a very important role.

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#### Materials:

The content of the sheet entitled "All at once", a pen, a notebook

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#### Time:

About 30 - 40 minutes for group work and about 20 minutes for the trainer to discuss the results of all groups' work

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#### Target group:

The exercise can be used for various target groups, but the main target group are team managers and people who have to deal with time pressure while performing multiple tasks at the same time.

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#### Instructions for facilitators

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The trainer / facilitator divides the participants into groups (preferably 3-4 people) and asks the participants to plan individual tasks referred to in the sheet "All at once"



## Tasks and procedure

The trainer / facilitator asks participants for:

- read the following text carefully
- prioritize all tasks
- plan your activities over time

### **“All at once”**

"... You are returning from a 7-day delegation abroad. Nobody is home. Your husband (wife) left a letter he/she wrote before they took him (her) to the hospital this morning. he / she had his appendix operated on.

In the letter, he/she informs you that yesterday he/she decided to fire the house gardener because he/she suspected he was stealing. Without evidence, immediate release is impossible, so you need to talk to him. The more that he can accuse you of slander, etc.

Apart from that, you need to quickly replace the locks in the house, because the son has lost the set of keys.

In a separate letter, your son informs you that he went to see his mum / dad in the hospital and, as a consolation, bought her / him a nice gift from a familiar jeweler around the corner. It is a bracelet / watch for 500 EUR. As he had no money and committed to delivering it by 5pm today, he pledged your wedding ring, which you left at the sink before you left.

Your husband / wife also tells you to pick up your dog from neighbors by 5:30 PM, do general shopping, including dog food, and that there is no money at home.

There was also a letter from the headmaster of your daughter's school, asking for immediate written or personal explanation of her absence during the last 4 weeks. The deadline is tomorrow at 12.00. Then, the daughter is automatically removed from the list of students of this school.

Your secretary is on the payphone and kindly informs you that she is sick by the end of next week.

The husband / wife also informs you that the son and daughter will be back at around 7.00 p.m. You must be home, they don't have the keys, especially if you change the locks.

Your boss also recorded a message on the answering machine and told you that today by 7.00 p.m. you have to collect your plane tickets from the travel agency, because tomorrow they don't open until 9.00 and you have a flight to Gdansk at 7.50. Tomorrow you have a full-day conference with representatives of your foreign contractor, and then a two-day training in Wroclaw. In addition, he asks you to drop off the delegation report by 10pm today (after 10pm they close the premises) or tomorrow before departure.

There is also a letter from your bank on the table. The bank informs you that your stock exchange investments worth 90 000 Euro due to scandals and failures of some enterprises are at risk of losing value by more than half. To save at least some of your money, the bank



offers you to buy your securities for the equivalent of 60,000 Euro. In this way, they want to help you reduce your losses. The offer is valid until 18.00 today.

The decision is not easy, because in the next letter from the Association of Stock Exchange Investors you are informed about unconfirmed reports that many financial institutions are trying to spread rumors about business scandals and failures, thus wanting to cause a state sale of securities.

Still additional information from wife / husband. Your clothes are not washed and not ironed. Yesterday the washing machine broke down, there was a short circuit and the telephone does not work, so you can call, but only to you. Also remember that the chimney sweep will come at 4.30pm, because he didn't get any money for the last month.

Oh and one more thing: the husband / wife crashed your car. Call the workshop, because if you want to have it before Christmas, you have to give a 30% advance today. And don't forget to pick up our mom at 7.46pm from the train station. Lock the dog in the basement, because they don't like each other with their mother!

It is 15.10.

No holds barred. Creativity has no limits.

Have fun!!!”

### Adaptation to online implementation

The exercise can be performed online using the ZOOM, MS TEams, Google Meet or other communicator. Then the trainer divides the participants into the so-called rooms and give them sufficient time to work out a solution to this task

### Connection with the skill

- Multitasking
- Task and time management

### Conclusion and evaluation

The exercise may result in more than one correct solution. It is very important that the people solving the exercise are able to justify their choices (why they planned to deal with the tasks in this order). The results of the work of individual groups of participants are assessed by the trainer on the basis of the guidelines contained in this exercise. Thanks to this exercise, participants will realize how difficult it is to deal with a large number of tasks at the same time and how important it is to prioritize individual tasks performed under time pressure. Participants will also realize that multi-tasking is the art of making choices between different alternatives



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