

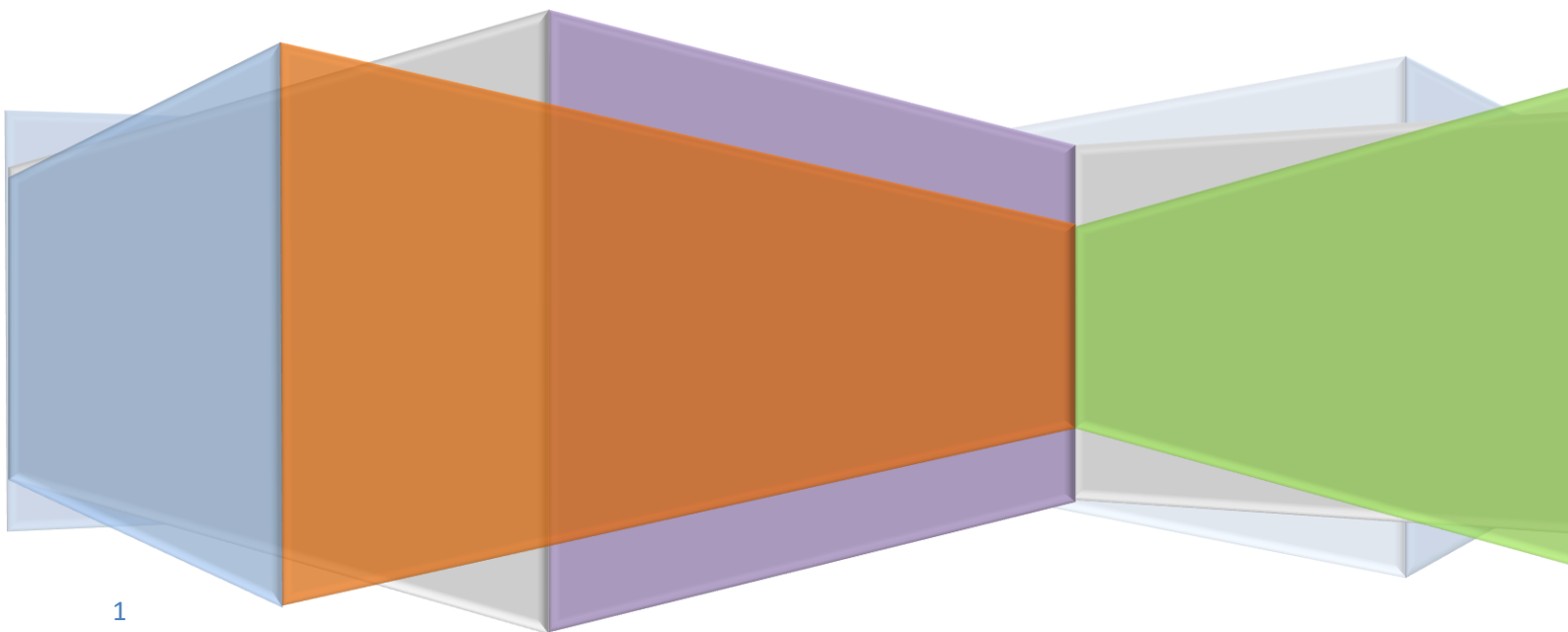


I02. Task 2.2

Work slowly, work better

Training toolbox

Multitasking



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NAME OF THE TOOL: "Time management when performing multiple tasks"

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:

- realize what time wasters disturb them in performing many tasks at work,
- realize how often time wasters disturb them,
- diagnose how they can manage time as part of many official duties..

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

The aim of the exercise is to realize what time wasters disturb us in performing many tasks at work, to realize how often time wasters disturb us, and to make a self-diagnosis, how we can manage time in the performance of many professional duties. The exercise is mainly done to make the participants aware and to let them know if they have a problem with time management.

Materials:

The content of the sheet entitled " Time management when performing multiple tasks ", a pen.

Time:

About 10 minutes for individual work and about 10-20 minutes for the trainer to discuss the results of individual diagnose.

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.



Instructions for facilitators

The trainer distributes the questionnaire sheets to the participants. Participants are asked to fill in the questionnaires truthfully and then calculate their points according to the instructions attached at the end. After performing the exercise, the trainer asks the volunteers to present their self-diagnosis results. Then the trainer discusses the exercise, supporting himself with the theory and practice of time management

Tasks and procedure

The trainer / facilitator asks participants to:

- fill in the questionnaires truthfully,
- calculate their points according to the instructions attached at the end,
- make a self-diagnosis of time management by comparing the obtained result with its interpretation (based on the instructions at the end of the exercise)

Time management when performing multiple tasks – self-diagnosis				
	ALWAYS	OFTEN	SOMETIMES	NEVER
1. The phone is constantly bothering me and the conversations are usually too long.				
2. By constantly serving / visiting people from the company or clients, I don't have time for my own work.				
3. Meetings and deliberations take too long and their results are not always satisfactory				
4. I often postpone serious and difficult tasks for later, or have problems with completing them.				
5. I often lack clear priorities and try to get many things done at once.				
6. I only meet the deadlines under pressure, because something unforeseen always happens to me.				
7. I have too many documents on my desk, I spend too much time on correspondence.				
8. Communication with others is not the best. Late information, friction and misunderstandings take a long time.				
9. I have to do tasks that someone else might do.				
10. I find it difficult to say no when others ask for something.				
11. In my work, I lack clearly defined goals, and I cannot always find sense in what I do.				
12. I have no self-discipline to complete the planned tasks				
Count the points in the boxes and sum up all the points				
	0	x1	x2	x3
Total =				



SOLUTION:

0-17 points

You can't plan your time at all and you let others guide you. You need to start managing your time to be able to manage yourself and others efficiently.

18-24 points

You try to control your time, but often lack the necessary consistency to succeed.

25-30 points

You manage your time well - and you can do better.

31-36 points

Congratulations! You are an example of proper time management.

Adaptation to online implementation

The exercise can be performed online using the ZOOM, MS TEams, Google Meet or other communicator. In this case, the trainer asks each participant to solve the self-assessment questionnaire on their own and then share the obtained result in the forum. The exercise should be discussed in front of the group. Indicating individual exercise results should be avoided. It is best for the trainer to generalize his conclusions and relate them to the theory and practice of time management.

Connection with the skill

- Multitasking
- Task and time management

Conclusion and evaluation

The exercise allows you to carry out a self-diagnosis of time management skills and coping with performing many tasks at work. Being aware of this fact allows you to implement corrective actions and prevent mistakes in planning and execution of tasks. The results of the self-diagnosis are a great basis for managers to improve the work organization of their subordinates or the managers themselves. Thanks to this, it is possible to take actions that will improve the efficiency of work.



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