

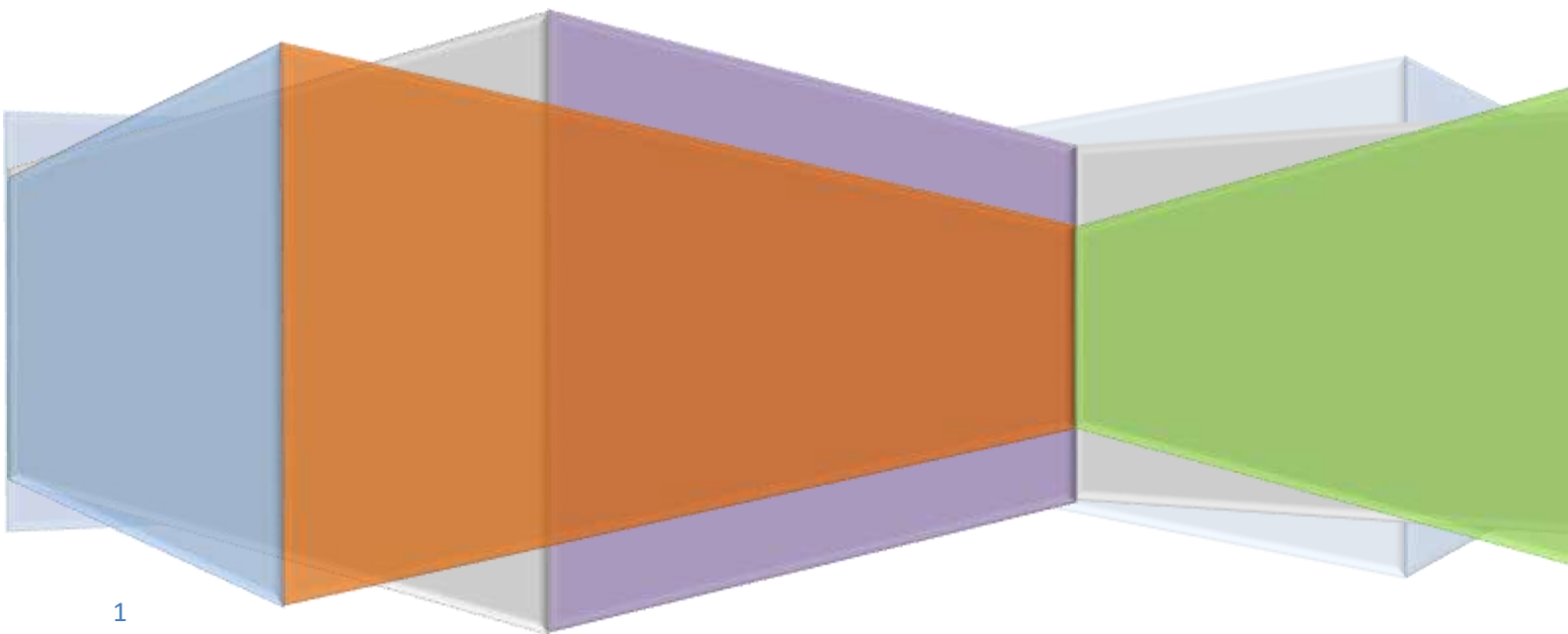


IO2. Task 2.2

Work slowly, work better

Training toolbox

TIME MANAGEMENT



1



NAME OF THE TOOL: Circle of Influence

ORGANIZATION AND COUNTRY: Growth Coop

Online Face to face

Overview (What I am going to learn?):

By using this tool, you will be able to reduce the time when your mind is in the circle of concerns and therefore focus on all those things on which you have room for action. We will focus our energy on those activities that contribute and have a positive impact (on my department, colleagues, organisation or clients). And also, on those that help me to progress. This tool will allow workers to focus their energy and time on constructive and positive aspects, achieving greater time management and better results

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

This tool will allow workers to focus their energy on constructive and positive aspects, achieving greater performance and better results. The longer you stay in the circle of concern, the more time and energy you will devote to thinking about situations that you feel you can do NOTHING about. Result: more frustration, more worry, more feeling of not being in control and being overwhelmed by the situation. The more time you spend within your circle of influence, the more focused you will be on the things you can act upon, the more you will have the keys to influence the situation and move towards a solution. You will feel more empowered in the face of events. You will be more proactive and directive

Materials: Markers Post-its (various colours) Whiteboard / Flipchart

Time: 30min

Target group: Whole organization and team, workers and employees .

Instructions for facilitators

Make sure that everyone in the group understands the basic theory. The best way to start would be to make a brief explanation of the circles of influence and concern and how being focused on one or the other circle influences our pace of work. One of the difficulties of using this tool is that at first sight we focus so much on the things over which we have no control that it is difficult to see the things that belong to the circle of influence. However, you can use different tools to change the focus:

- ➔ Ask yourself about yourself as if you were someone else: If this situation happened to "so-and-so", what would he/she do differently from what I do?





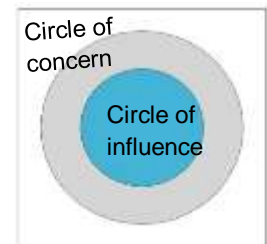
Surely he/she would take it differently, or give a different answer,... Whatever someone else can do differently is because it CAN be done differently.

- ➔ They can think about how they could move the solution forward, even if it doesn't change everything. Thinking of a first step, a small different action, focuses us on the path of proactivity.

Tasks and procedure

Step 1:

Make sure that everyone in the group understands the basic theory and how you're going to use it in this workshop. Draw up Covey's circles on a whiteboard or flipchart (*virtually if online*)



Have participants capture (with sticky-notes, *virtual or physical ones*)

- Things that affect this team, in a meaningful way, both internal and external

Things can be defined broadly here – members can include whatever feels relevant. One thing per sticky note. And as many as they can think of in 5-10 minutes.



Step 2:

Now ask the group to place the sticky notes onto the circles, one-by-one, deciding whether each thing is in the circle of **influence** or the circle of **concern**. The rest of the group can pitch in with opinions and support at this point. It should be a collaborative effort. Cluster any that are the same or similar. Remove duplicate.



Step 3:

Now initiate a discussion. Invite the group to reflect on and discuss the following questions:



- *What observations or impressions do I/we have when looking at our circles of influence?*
- *What actions could I/we take to affect those things I/we CAN influence?*



- *How could I/we relate to those things in our circle of concern that we have little or no influence over?*
- *How might I/we reevaluate my/our priorities based on this reflection?*

Capture any actions that come out of this discussion in a separate spot. Each action should be clearly defined with a deadline and a person responsible.

Adaptation to online implementation

Draw up Covey's circles (*virtually if online*) *Using and image*

Have participants capture (with sticky-notes, *virtual or physical ones*)

Connection with the skill

One of the best ways to manage our time more effectively is to be focused. This tool helps us to do that, to focus on the circle of influence and reduce our time in the circle of concerns. The more time you spend within your circle of influence, the more you will be focused on the things you can act on, the more you will have the keys to influence the situation and move the solution forward.

Conclusion and evaluation

The bottom line is that this tool will help you and your team work better together, be more effective and achieve your goals. One of the main enemies of good time management is not knowing how to focus on the task at hand and this is another of the causes that accelerate the pace of work.



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