



Breaking the Ceiling

Time Management

Collaborative Activity

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Title				
Time Management				
Objective	The objectives of the exercise are: to acquire time management skills using the Eisenhower matrix (urgent/important matrix); to optimise one's activities not only at work, but also at home and in the personal sphere, in the pursuit of a higher quality of life for oneself and one's family; to eliminate time wastage; to give order to one's activities, in life and at work, by establishing values, priorities and time schedules; to adopt more efficient behaviour that improves the use of time; to adopt technologies and tools that help self-discipline and improve the ratio of results to time spent.			
Duration	approximately 1 hour and 30 minutes			
Materials Needed	<ul style="list-style-type: none"> - pens, - papers, - internet access 			
Instructions				
Introduction (10 minutes)	<p>The trainer will explain to participants that the basis of time management is not unattainable or difficult scientific concepts, but simple techniques and a lot of perseverance in applying them. The key points of time management are:</p> <ul style="list-style-type: none"> - know yourself, - set goals and priorities, - choose a method, - be disciplined, - equip yourself, - persevere. 			
Group Formation (10 minutes)	The group activity is aimed at a maximum number of 6 participants. Therefore, in the case of large groups, it is necessary to form subgroups of 5/6 participants and assign them to a table around which they can work.			
Activity Phase (30 minutes)				
Task Description	<p>Exercise: Planning the ordinary, managing the unexpected.</p> <p>The trainer asks all participants to:</p> <ul style="list-style-type: none"> - List the 10 most frequent unforeseen events that waste the most time. - Select the 3 most important ones (the most damaging and annoying ones) and prioritise them. - Work out a solution for the first of the three priority problems: <ol style="list-style-type: none"> a. Ideal (best) solution b. Realistic solution (the possible one) <p>Each participant will enter the chosen solution into the Eisenhower matrix and tell the group his or her reasons.</p> <p>This is an Eisenhower Matrix:</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%; text-align: center;">URGENT</td> <td style="width: 25%; text-align: center;">NOT URGENT</td> </tr> </table>		URGENT	NOT URGENT
	URGENT	NOT URGENT		

	IMPORTANT	Do now	Schedule
	NOT IMPORTANT	Delegate	Delete
Guidelines	The trainer stimulates the active participation of all participants, encourages questions and discussions. Each group will have a facilitator within it who pays attention that no participant remains on the sidelines or silent.		
Possible Activities	In summary, the activity serves to make participants realise how important it is to be able to calibrate the quality of the result with respect to the level of priority, urgency and time available. The final part of the meeting concerns the presentation of the identified solution to all groups and the final debriefing.		
Inter-Group Sharing (30 minutes)	Each participant presents his or her solutions and the trainer encourages questions and discussions from the learners and facilitates a short question and answer session after each presentation.		
Reflection and Discussion (20 minutes)	At the end of the exercise, the trainer analyses the proposed solutions and returns to the groups the relational dynamics that he/she observed during the activity.		
Conclusion (10 minutes)	The trainer summarises the key points of the activity, thanks the participants for their active participation and suggests new activities or readings to improve time management skills.		
Assessment Criteria	Participants' performance will be assessed on the feasibility of the solution developed, their ability to communicate in public, their ability to ask questions and their ability to make relevant suggestions.		