PR3 Training Toolbox

Time Management Challenge

1) NAME AND DESCRIPTION OF THE TOOL

In the Time Management Challenge, participants will improve their organisational skills by working on one of the most aspects of it, time management. Participants will learn about two different techniques commonly used to manage time at work, the Eisenhower Matrix and the Pomodoro technique.

2) OBJECTIVES OF THE TOOL

1. To improve organisational skills by learning about two commonly used time management techniques
2. To analyse one's own organisational and time management skills
3. To understand the impact that good time management has on work tasks

3) CONNECTION OF THE TOOL WITH EMOTIONAL INTELLIGENCE/SOFT SKILLS

The initial self-assessment of time management skills requires participants to introspect and evaluate their promptness and task management habits, necessitating a high level of self-awareness—a core aspect of emotional intelligence. This process encourages participants to consider not only their own perceptions but also how their friends and family perceive their punctuality and time management, fostering empathy and social awareness.

In terms of soft skills, time management is a soft skill in and of itself, which participants will be learning how to improve during this lesson. Moreover, the collaborative elements of the lesson promote interpersonal skills. Participants engage in open dialogue, sharing their experiences and perspectives on time management.

4) RESOURCES & MATERIALS

Participants will need paper and something to write with.

You will also need a timer for the Pomorodo technique part – an online one and extra information about the technique is here: https://pomofocus.io/

You will also need a computer and projector to display the Eisenhower Box.

5) IMPLEMENTATION OF THE TOOL

SESKAT. Development of social and emotional skills in adult training

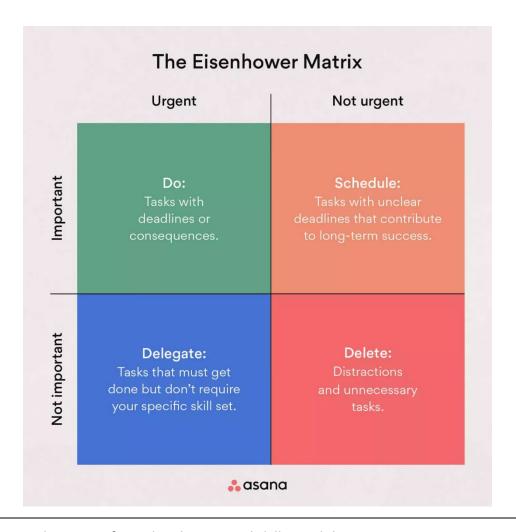2021-1-DE02-KA220-ADU-000035095

Step 1 (10 minutes)

Let the participants know that today they will be working on one of the most important aspects of organisational skills, time management. First, ask them to get into partners and self-evaluate their own time management skills with the following questions:

1.   *Do you consider yourself a prompt person? Would your friends and family agree?*
2.   *How do you manage your time when you have a lot to do?*
3.   *Rate your time management skills on a scale of 1-10 and say why you feel that way.*

After this short discussion, have a class discussion about what they discussed in partners.

Step 2 (15 minutes)

Next, the participants will be using an Eisenhower box to analyse their own current tasks that they have at work. Display the following visual to give an explanation of how to structure the box:

SESKAT. Development of social and emotional skills in adult training

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Using their paper and writing utensils, participants will create their own Eisenhower Boxes with their actual tasks at work. Give them about 10 minutes to fill them in. When they are done, have a class discussion about the outcomes – how do they feel after completing it? Relieved, perhaps?

Step 3 (30 minutes)

Next, introduce the students to the Pomodoro Technique. Tell them that it is a time management technique where you work in "pomodoros," or 25-minute highly focussed intervals. In between each interval comes a 5-minute break. Ask the students to work in pairs to create a 60-minute lesson plan, relevant to their work, in under 25 minutes. Put the timer on to time it.

When time is up, do not let anyone finish if they haven't finished yet. Ask those who finished to share their lesson plan with the class. Finally, have a discussion about how the self-imposed pressure of time affected how they worked. This technique is not for everyone, so encourage all opinions to be shared.

6) EXPECTED LEARNING OUTCOMES

By the end of this lesson, participants will be able to:
- Implement two effective time management techniques
- Develop personalised time management strategies for their own tasks
- Evaluate and improve their own time management skills