

Structured Experience 12-1: Time Management Buddies



GOALS

The goals of this experience are to

- ◆ Allow participants to interact and learn about each other.
- ◆ Gauge their time management skills in a learning environment.

MATERIALS

None



TIME

- ◆ 5 minutes for introduction and setup of the exercise
- ◆ 15 minutes for discussion in pairs
- ◆ 10 minutes for debriefing

INSTRUCTIONS

1. Divide participants into pairs. If the number of participants is uneven, form one group of three.
2. Tell participants to engage in a five-minute conversation with each other in which one partner shares information about his or her time management challenges and the other partner shares the same information for another five minutes. During each person's chance to speak, the listener may ask clarifying questions but otherwise should not talk. The listener should concentrate as much as possible on what the speaker is saying and try to remember common challenges or themes that arise. Time the exercise so participants know when to switch roles. In a group of three, the participants should rotate roles so each has a chance to share information.
3. At the end of the 10-minute discussion time, allow five minutes for the speaker and listener to share what each remembers about the other's challenges from the conversations. Provide a time update when two minutes remain.

DEBRIEFING

Ask for a handful of volunteer participants to share some of the more interesting time management challenges and facts they learned about their partner during the activity. Lead the debriefing into a discussion of how the group can learn time management skills, as well as solutions to challenges, from each other throughout the training session and incorporate them into action. (10 minutes)