

## Structured Experience 12-6: Getting Around to It



### GOALS

The goals of this experience are to

- ◆ Demonstrate the process of scheduling tasks into a planning system.
- ◆ Illustrate the value of using a scheduling tool.
- ◆ Enable practice with scheduling tasks and “chunking” time.

### MATERIALS

The materials needed for this structured experience are

- ◆ Writing instruments
- ◆ Copies of Training Instrument 11-2: Scheduling Sheet for each participant



### TIME

- ◆ 10 minutes for setup and explanation of using Training Instrument 11-2: Scheduling Sheet
- ◆ 20 minutes for participants to schedule their week using the sheet
- ◆ 10 minutes for participants to complete their balance plan for their week
- ◆ 10 minutes for debriefing

### INSTRUCTIONS

1. Distribute the Scheduling Sheet to the participants, and ask them to take out a pen or pencil.
2. Explain that their task is to review their upcoming week's appointments, meetings, projects, and their long-term goals and priorities, then schedule their week, using the map as a guide. Remind them to schedule set appointments first, then important tasks and steps toward goals and priorities, in line with realistic time estimates for each item. Allow 20 minutes for them to do this scheduling. *Note:* For this exercise, request that the attendees bring information regarding the coming week's appointments and tasks as they know

them to the workshop. If participants do not have this information, you may want to generate some sample tasks and appointments for them to use just for the exercise as an illustration of the process.

3. As participants work on their upcoming week's schedule, walk around the room to help those who need any assistance with the process.
4. Once participants have completed the schedule portion of the Scheduling Sheet, ask them to think about and complete the life balance plan portion. Allow up to 10 minutes for this.
5. When time is up, start the debriefing process.

### ***DEBRIEFING***

Take approximately 10 minutes for the debriefing.

1. What observations do they have about the exercise and using the sheet?
2. What implications does the exercise have regarding their current scheduling process?
3. How can looking at life balance improve their time management?
4. Does their plan include all of the categories they want to focus on for the week?
5. How can a schedule sheet such as this still be flexible and allow for creativity and spontaneity?