

Structured Experience 12-11: Problem Paper



GOALS

The goals for this experience are to

- ◆ Enable participants to practice sorting paper materials.
- ◆ Demonstrate the effectiveness of handling paperwork efficiently.
- ◆ Build relationships among participants.

MATERIALS

Materials needed for this structured experience are



- ◆ Writing instruments
- ◆ Copies of Handout 12-4: Paperwork Samples for all participants
- ◆ Materials for small groups to sort provided by the facilitator (for example, scribbled meeting notes, magazine articles, business memos, sample invoices, training handouts, party invitations, and sample reports)
- ◆ Blank slips of paper or sticky notes (four to six per group)



TIME

- ◆ 10 minutes for setup and to form small groups
- ◆ 10 minutes for decisions on paperwork on handout
- ◆ 15 minutes to sort items in groups
- ◆ 10 minutes for debriefing

INSTRUCTIONS

1. Divide participants into groups of three or four people each.
2. Give copies of Handout 12-4: Paperwork Samples to all participants.
3. Tell the participants that their group's first task is to review the items listed on the handout. Allow 10 minutes to brainstorm where the items could be stored or where information about them could be recorded for ease of finding them again if needed.

4. After the 10-minute period has passed, give each group four to six blank slips of paper or sticky notes and a stack of materials to sort. Ask the participants to make four piles with the materials: “file,” “toss,” “create appointment or task,” and “read,” and mark them with a slip of paper. Participants may create other sorting categories if they think it is necessary. Allow 15 minutes for this exercise.
5. As the groups are working, walk around the room to check on their progress and answer any questions they may have.
6. When the time is up, begin the debriefing.

DEBRIEFING

Take approximately 10 minutes to debrief the exercise around the concept that quickly sorting paperwork and other materials can help us with our time management and overall organization.

1. Review the handout by asking for volunteers to share where they would store or record the listed items.
2. Lead the debriefing into a discussion of what they observed during the sorting process. Was it easy or difficult? Did it make sense to them?
3. Ask for the groups to volunteer what items they included in their sorted stacks of materials.
4. What did they gain from doing this exercise?