

### Time Trial!

#### Participants will learn:

- how to prioritise important, urgent, not urgent but important etc
- when to delegate and to whom
- when just to say NO!
- when to hold face-to-face meetings
- when to delegate back
- to avoid diary overload

 1 hour + debrief

 1, 2, 3 or 4 teams with 4-5 per team

 Staff at any level

 £395 ex vat\*

\*vat (tax) is usually applied ONLY to uk-based organisations.

#### ■ It's the start of the week and the general manager at Cavendish is faced with a lot of 'things to do'. It's time to plan the week!

Talk to staff in any organisation and there's usually agreement that there is "too much to do". But often, it's simply a matter of being more disciplined and taking a few moments, on a regular basis, to plan the time available.

In this **60-minute** activity participants are faced with a stream of emails and ongoing projects. It's the start of a new week - the perfect time to take a few moments to organise the week ahead:

- to plan the diary
- to prioritise the workload
- to decide where/how to best utilise their staff
- to arrange meetings where necessary
- to sometimes just say 'NO'.

Teams - or individuals - have two forms, **Your Diary** and **Your Action Record**, on which they record their responses.

In addition, the emails reveal some organisational problems and at the end participants are asked what **underlying issues** they were able to identify.

A **scoring system** allows teams' time planning skills to be assessed. Participants then have a benchmark for improving their time management skills in the workplace.

The activity is straightforward to facilitate - full details in the Trainer's Notes.

*Time Trial! has been developed from Northgate's activity, InBox (no longer available) and has been totally revamped, redesigned, updated and improved.*

A SHORT, sharp activity to deliver  
KEY LESSONS on:

- managing your time effectively
- increasing your productivity
- improving wellbeing



## TIME TRIAL!

An ideal introduction, or a refresher programme, on effective time management

And a great assessment tool too!

## Time Trial!

### Trainer's Role

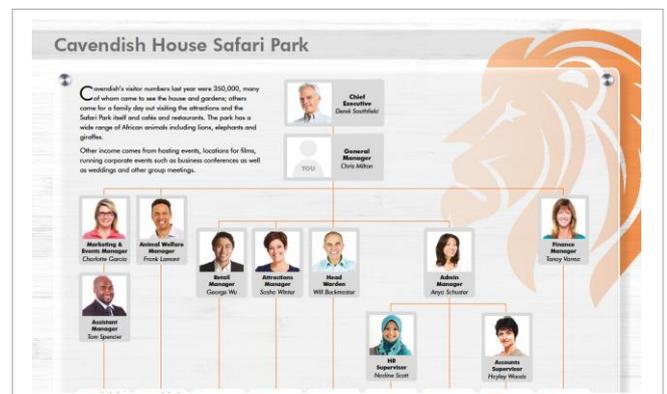
- 1 Issue a set of (14) emails (on Datacards) to each team (or individual).
- 2 Tell teams they have 60 minutes to complete their task.
- 3 Issue each team with two forms: Your Diary and Your Action Record.
- 4 Observe teams (but do not get involved) as they decide on their actions and record their decisions on the two forms.
- 5 After 10 minutes issue the first of six additional emails. Continue issuing one every 10 minutes, so that the sixth and final email is issued just a moment before the 60 minutes is up.
- 6 When 60 minutes is up stop the session and move to the debrief.
- 7 Debrief the activity by leading a discussion to the whole group. Work through the forms, reveal the 'right answers' and allow teams to score their forms. They can then compare their decisions – usually provoking a lively discussion and plenty of disagreement. (Remember, the principles of time planning are the issue - rather than exactly the right response to a particular email).
- 8 Summarise the key learning points and finally announce the winning score. (Performance rating indicator supplied in the Trainer's Notes.)
- 9 Issue to each participant a checklist of "20 Top Tips" to take back to the workplace.
- 10 Full guidance, discussion points and "right answers" are supplied in the Trainer's Notes.

### Testimonials

**L. Wright, The Leadership Cafe**  
I have used Northgate Training Activities for more than 20 years, and found their games and simulations to be an invaluable resource for me, as a busy training consultant. I fully recommend this company and their terrific products.

**A. Smith, Centrica**  
Northgate activities have received excellent feedback - and from a facilitator's point of view are very intuitive and easy to use. Northgate provides a professional and friendly service.

**W. Menking, Edwardian Group**  
We are fans of Northgate products and we use them *whenever* we can.



### Pack Contents

- Trainer's Notes
- Team Brief
- Sets of Datacards
- Handout1 - Your Diary
- Handout 2 - Your Action Record
- Handout 3 - Top Tips
- Specimen Answers for completed Handouts 1&2

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