



# Time Trial!

A **SHORT**, sharp activity to deliver **KEY LESSONS** on time management.

- 1 hour + debrief**
- 3-24** (up to 4 teams of 3-6 per team)
- For staff at any level**
- No computer program**
- 395 ex VAT**



## Learning objectives

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

## About the activity

Talk to staff in any organisation and they usually agree 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, as the General Manager at *Cavendish*, are faced with ongoing projects and a stream of new emails. It’s the start of a new week and there’s a lot of ‘things to do’. It’s 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 staff
- to arrange meetings where necessary
- to sometimes just say ‘NO’.

Teams - or individual participants - use two forms: *Your Diary* and *Your Action Record*, on which they record their plans. A simple scoring system enables teams to be assessed and get a benchmark for improving their time management skills and productivity in the workplace. In addition, the emails reveal some organisational problems at *Cavendish*. At the end, participants are asked what the four underlying problems are and how they influenced their planning. A very easy activity to facilitate.

## Pack contents

- Trainer’s Notes
- Team Brief
- Set of Databards (Emails)
- Handout 1: Your Diary
- Handout 2: Your Action Record
- Handout 3: Top Tips
- Specimen Answers for Handouts 1&2

This activity is supplied as a hard copy pack and digitally for use in both face-to-face and virtual classrooms.

## Ideally suited to

Illustrates planning and organising competences. Use it as a hands-on tool on Time Management courses, either as a starter or to reinforce newly-learned theory. Use also as an assessment tool.





# Time Trial!

# FACTSHEET

## Customer reviews

“ Time Trial! has been a useful way to *showcase the skills* we talk about in our Time Management course at the end of the day. Delegates *really enjoy* using it.

Learning & Development Advisor, Redrow Homes

“ I've used Time Trial! (formerly InBox), Hotel and Decisions! Decisions! and all three are very much worth the investment. They bring out *fantastic learning objectives*, are *easy to facilitate* and the supporting materials are great; what's most important is *they work!*

Sam Holland, Head of L&D, Talarius Ltd

“ The activity *went down a storm!* Thanks again for your assistance!

Meghan Davis, Learning & Development Coach, Furniture Village



## Trainer's role (full guidance supplied in Trainer's notes)

- Briefly introduce the activity and arrange the group into teams (or individuals).
- Issue Team Briefs which sets the scene and lists ongoing projects.
- After 15 minutes tell teams they have 60 minutes to complete their task - and issue forms: Your Diary and Your Action Record and a set of 14 Emails.
- Observe teams (but do not get involved). After 10 minutes issue the first of six additional emails - and then issue the rest, one every 10 minutes, so that the final email is issued just a moment before the 60 minutes is up.
- At 60 minutes stop the session. Ask teams to identify the underlying problems at *Cavendish*.
- 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. (Remember, the principles of time planning are the issues rather than the exactly right response to a particular email).
- Summarise the key learning points and announce the winning score. (Performance rating indicator supplied in the Trainer's Notes.)
- Issue 20 Top Tips handout to take back to the workplace.

## Northgate says...

Time Trial! makes serious points and generates good energy levels. Participants get caught up in this realistic scenario that mirrors the day-to-day workplace.

## Ordering is easy!

northgatetraining.co.uk

+44 (0)1225 484990

sales@northgatetraining.co.uk

## Fast delivery

Digital files are sent electronically and classroom packs are sent via courier:  
£15 UK (next working day)  
£29 Europe (1-3 working days)  
£39 International (1-5 working days)

## Our guarantee

If you are not 100% happy we offer a 30-day no-quibble returns service on unused goods.



## Northgate customers

