



Time Management Activities Description

Rocks, Pebbles, Sand (15 Minute Ice Breaker)

For this activity you will need a glass/clear plastic container, larger rocks, pebbles/ smaller rocks (fish tank rocks work well), and sand. Begin your session by putting a piece of newsprint on the table. Place the sand in the bottom of the glass container and place the rocks and pebbles next to it. Explain that the purpose of the activity is to fit the larger rocks and pebbles into the container at the same time (you will need to ensure that your container is sized just perfectly so that all of the materials will fit only when the activity is done correctly). Ask for a volunteer to come to the front of the room and attempt this task. Give the volunteer a couple minutes to work on it and make note of the steps they are taking. If they have not completed it within those few minutes, interrupt them and ask anyone else in the room if they have any thoughts of how to make all of the materials fit in the container. The point of the activity is to see that sometimes we get so hung up on the little things (the sand) that we cannot determine how to fit the more important and “larger” things in. To complete the task the volunteer must dump the sand out onto the newsprint paper, place the large rocks in first, pebbles second, and then pour the sand over the top so it is able to fill the crevices. This way there is room made for the important things first and the less important things are able to fill in later on.

Once the demonstration is complete, ask participants to turn to someone next to them and discuss what the big rocks, small rocks, and sand are in their life. This provides a way for group members to get to know one another a little bit more. You can have the pairs report back to the group if you would like but it might take more time than you would want to allot for this activity.

See Handout 5 for something that the participants can take away with them that will remind them of this activity.

168 Hours (30 minute Activity)

Instruct each participant to complete the *168 Hours* time log (Handout 2). Once they are complete, ask groups to share (if comfortable) the results of their log. Were they over, under, or right at the 168 hours mark? Keep track of each person’s numbers either on your own paper or on a piece of newsprint paper that the group can see. This will help the group get a sense of how weak or strong the team is with time management and involvement.

Once this is complete ask each participant to complete the second handout of the activity (Handout 2.1). When they are finished with this component you can either have them break into small groups to discuss the results, or facilitate the discussion as a large group. Again it will be helpful to record the priorities that folks feel are getting short-changed so that you can incorporate these things into later conversation. Below are some questions to use for facilitation with the large group or to instruct small groups to discuss:

- ✦ What trends do you see in terms of what activities are prioritized and what are not?
- ✦ Why do you think this is so?
- ✦ What do the findings of your group members say about how “healthy” your group is in terms of time management?

