

Supervisors Handbook

Time Management Challenge – Thursday 15 – 10h30 – 11h30

Resources:

- Timer
- White paper
- Pens, pencils

Duration: 20 minutes

Description:

We all have days when our list of tasks is huge and the amount of time we have to complete them just isn't. When time is tight and your agenda is packed, you've got to prioritize tasks and work efficiently! This activity gives students the opportunity to practice just that by presenting them with a long list of tasks to complete in a limited time frame.

Make a list of tasks on chart paper, assigning a point value for each job:

- Do 25 jumps (5 points)
- Make up a nickname for each member of the group and build name tags to wear for each member with the nickname (5 points for nicknames and 5 points for name tags)
- List 7 names of American presidents (15)
- Each person in the group must make a paper airplane (10)
- Draw the flags of 4 countries (5)
- Make a line in order of your birthdates (5)
- Use the letters in your names to build one concept/group related to security (10)
- Find out something unique about each person on the team (5 points)
- Make a tower out of the materials owned by your group (10 points)
- Convince a member of another team to join you (20 points)
- Name your team and come up with a slogan (5 points for the name, 5 points for the slogan)

Divide the participants in groups of 4 and give them 10 minutes to collect as many points as they can by deciding which tasks to perform. A debriefing session is essential with this game. Guide the participants to think about how they made decisions, which group dynamics came into play, and how they determined the value of each task.

What they will practice:

Negotiation, critical thinking, communication, time management