

# Executive Blueprints



## Training Exercises & Activities

# Time Management

### SUBJECT:

## DO THE BIG THINGS FIRST

### MATERIALS REQUIRED:

- (2) COFFEE MUGS
- (2) PLASTIC CUPS
- (4) GOLF BALLS
- (2) AQUARIUM PLASTIC PLANTS
- (1 BAG) AQUARIUM GRAVEL (OR PEPPLES)



**SUGGESTION:** If you have coffee mugs or golf balls with company logo, this is a good way to distribute them with the exercise.

**ALTERNATIVE:** The above quantity represents a single demonstration. As a variation for group activities, multiply the number of cups / mugs, golf balls and decorative aquarium plants by the number of groups or individuals that you would like to participate. Group activity typically has better results than demonstration.

### **PREPARATION:**

Measure 1/2 of the coffee mug full of Gravel and pour gravel into plastic cup  
Lay out the items in this order

<u>Group One</u>	<u>Group Two</u>
Coffee Mug	Coffee Mug
Decorative Plastic Plant	2 Golf Balls
Gravel	Gravel
2 Golf Balls	Decorative Plastic Plant

- The above quantity represents a single demonstration.

# Executive Blueprints

## ACTIVITY

### Group One

1. Place the decorative plant inside the coffee mug.
2. Pour in the gravel from the plastic cup into the coffee mug
3. Place as many Golf Balls as you can in the coffee mug that will fit.

### Group Two

1. Place all the Golf Balls inside the coffee mug.  
\* Note – If there is room in the mug, take a Golf Ball from group one
2. Pour the gravel from the plastic cup into the coffee mug
3. Place the decorative plant on top of the coffee gravel.

## Questions

### **What are the Big Things for you?**

- Could be projects, prospects, leads, potential customers, issues or planning
- Would completing any of the Big Opportunities make the daily tasks less tedious or complex?

### **What are your daily tasks?**

- Email, Phone calls, reports, updates, reviews

### **What gives you the most satisfaction?**

- Accomplishment, recognition, teamwork, creativity, precision, full completion of an item



# Executive Blueprints

## LESSON – Do the Big Things First

As children, our parents typically taught each of us to eat a healthy dinner before getting dessert. In grade school, parents remind children to do homework first, and then go outside and play. This natural understanding of activities and order is frequently lost in the work environment.

As with group one, some people migrate to the enjoyable, fun or easy tasks first, as represented by the decorative plant. Then they do the many little things that can give a sense of accomplishment, like email. Doing email may be important for communication and customers, but is it the biggest priority that you have every day? Finally, it seems that there is never enough time to get to all of the big and important things, as represented by the Golf Balls. We may get some of the big things done, while others are incomplete, exposed, forced into the schedule or just left out entirely.

Like group two, some people immediately focus on the big tasks and find a place in the schedule to prioritize these items, as represented by the Golf Balls. The multiple little daily tasks, like email and phone calls, need to continue amid and between the big important tasks, similar to the gravel mixed in and around the Golf Balls, do these tasks with balanced activity. Finally, treat yourself with the enjoyable tasks as something to anticipate as a reward for yourself. Savor the responsibilities that are fun to do, and the activities that gain the most recognition. Be sure to reserve time, and make it a highlight of your personal schedule.

Spend ten minutes at the end of each day to plan your upcoming activities. These ten minutes is for you. Decide which items have the highest priority or have the most benefit and impact. Decide which activities are urgent and ongoing daily tasks while reserving time for the Big Items. Choose something that you enjoy doing, you are good at doing, want to learn, or will gain some recognition and decide when you are going to do that task as well. Make your list of upcoming activities for the day or for the week.

Plan your activities, balance the urgent and important items, and do not forget to choose which activities you will do to reward yourself.



Executive Blueprints, Inc © 2005

Training Exercises and Activities available at [www.ExecutiveBlueprints.com](http://www.ExecutiveBlueprints.com)