

Executive Blueprints



Training Exercises & Activities

Time Management

SUBJECT:

CONCENTRATION

MATERIALS REQUIRED:

(1X) COPY OF THE CASE STUDY

“NORTHERN TELECOM INC”

ONE COPY PER PERSON



PREPARATION:

Distribute copies of the Executive Blueprints Case Study “Northern Telecom Inc”

Case Studies available on the web at

www.ExecutiveBlueprints.com/casestudy.htm

INSTRUCTIONS:

Provide the instructions that all teams should read the Case Study and develop a list of three ideas for in their own organization. The three ideas might come from the Case Study, or may be unique ideas prompted by reflection on activities outlined in the Case Study.

Divide the participants into teams of two members each. Separate the teams in different areas of the room for as much privacy as possible.

Inform the teams to raise hands and announce when they have completed reading the Case Study and prepared a list of three ideas.

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ACTIVITY

Once the teams begin to read the Case Study, begin playing a very loud and upbeat CD. Keep the CD player close to one or two of the groups, loud enough for all of the teams to hear it.

Then start a conversation with the teams close to the CD player. Initiate discussions about the weather, their experience in the class so far, their expectations from the course, and their interest in Time Management. Distract the teams close to the CD player with conversation, but do not distract the teams that are farthest away from the CD player. Keep your conversation directly engaged with the teams nearest the CD player.

As soon as the first team raises hands and announces that they have three ideas for their own organization, turn off the CD player. All teams should stop reading and collaborating on their list of three questions.

The team that finished first should share their list of three ideas. Award one point for each idea.

Invite other teams to announce their ideas stimulated from the Case Study. Award one point for each unique idea not mentioned by a previous team.

- How many points did the teams closest to the CD player win?
- Was there any correlation to the CD player music and the productivity of the teams?
- Was there any correlation to the interruptions and questions (from you) to the teams nearest the CD player?
- Do music, distractions and interruptions have an impact on your ability to concentrate?
- How much time do you have dedicated to concentration and study?
- Is it important to balance 'open door policy' and 'time to focus'?



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