



Training Exercises & Activities

Time Management

SUBJECT:

ORGANIZATION & COOPERATION

MATERIALS REQUIRED:

(1) FULL SIZE BUCKET / PAIL

(12) (ONE DOZEN) PING PONG BALLS

PREPARATION:

Fill the bucket 3/4 full of water and place on the floor in the middle of the room.

ACTIVITY

Going around the room –

As the first person to take a single Ping Pong ball and drop it in the bucket.
Challenge the first person to hold the ball under water for three seconds.
The first volunteer may sit down and leave the Ping Pong Ball in the bucket.

Ask the second person to take to drop another Ping Pong ball in the bucket.
Challenge the second person to hold both Ping Pong Balls under water.

Continue this activity while working around the room.
Increase the number of Ping Pong Balls with each new volunteer.
Each person should try to hold ALL Ping Pong balls under water 3 seconds

Once someone is unable to hold all of the accumulated Ping Pong Balls under water simultaneously for 3 seconds, that individual may call upon the next person for assistance. However, the next person must also bring another Ping Pong Ball to the bucket.

If two people are successful in holding all of the Ping Pong Balls under water, continue the activity with the next person and continue increasing the number of Ping Pong Balls. Continue adding Ping Pong Balls and people until complete.



Executive Blueprints

LESSON – Organize & Cooperate

When we are preparing for a significant vacation, most people will make significant plans in advance. We will plan which clothes to pack in our suitcase, which sites or people we plan to see, how we will travel and what memorable events we would like to experience. Planning comes naturally and adds to the fun and anticipation of the vacation.

Sometimes in the work environment, people forget the value of preparing and organizing activities. Sometimes we do not have any choice, as we start with one set of defined objectives and gradually experience other people or events adding to that number of tasks. One-by-one the tasks increase until it is more than we can handle, and some of them may slip through our fingers.

Organization and preparation can help us to manage the multiple tasks. We learn as we watch the other people before us and around us as they struggle with their own objectives and challenges. We watch them and think about how we will handle the same number of obstacles and objectives.

By cooperating with the people around us, we can manage to control the obstacles and objectives. However, it is important to recognize that the individuals helping us will often come with their own objectives, and we need to work together on all of them if we want to be mutually successful. As the next person helps us to manage our obstacles, we should be prepared to share the overall effort until there is no distinction between our original objectives and the ones that they brought with them.

Organize and plan. When the number of obstacles becomes overwhelming, ask for help. Remember that cooperation is not only sharing mutual effort, it should also be participating in sharing mutual burdens as well.



Executive Blueprints, Inc © 2005

Training Exercises and Activities available at www.ExecutiveBlueprints.com

