

# Executive Blueprints



## Training Exercises & Activities

# Time Management

### SUBJECT:

## PLANNING & PREPARATION

### MATERIALS REQUIRED:

- (1X) COPY OF THE FOLLOWING EXERCISE FOR EACH INDIVIDUAL**
- (2) COPIES OF SCORE SHEETS**
- (1) WATCH / CLOCK**



### **PREPARATION:**

Print or Photocopy an appropriate number of Exercise sheets for every individual.

## ACTIVITY

Separate the room into two teams. This is a time and score based exercise.

Hand out copies of the worksheets to the First Team ONLY. The copies for the Second Team should remain in a stack at the front of the room. The Second Team must wait for the clock to start on the Two Minute Drill.

### **INSTRUCTIONS:**

Allow all members of the First Team to read the entire worksheets thoroughly. Once each member of the First Team has read all of the instructions and questions, that individual should place the worksheets upside down and wait for all members of the First Team to complete the review process. (DO NOT fill out the sheets yet, just read them and plan your responses.)

When all members of the First Team are ready to start – you may begin the Two Minute Drill. At this time, the members of the Second Team may come to the front of the room and obtain their copies of the worksheets.

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## TWO MINUTE DRILL

YOUR NAME: \_\_\_\_\_ Worksheet Score: \_\_\_\_\_

### Individual Instructions:

This is an exercise to demonstrate the benefits of advance planning.

- 1) Select a TEAM CAPTAIN to receive worksheets.
- 2) Complete and score your own worksheet
- 3) Write your name on each sheet, total your single sheet score for each sheet
- 4) Give each worksheet to your TEAM CAPTAIN as you complete the sheet  
Total the single sheet SCORE  
Pass the sheet to the designated Team Captain.

The Team Captain must add the score from each worksheet score and accumulate a TEAM TOTAL combined Score as the game progresses.

The TEAM TOTAL Score is the total accumulated team points, no points awarded or added after the time runs out. No points for incomplete worksheets, not points awarded for sheets submitted after time runs out.

Total amount of time is two minutes.

### QUESTIONS:

Do you know the origin of the name for your company?

*If you do, give yourself ten points.*

\_\_\_\_\_

Do you know the Last Name of your company President?

*If you do, give yourself five points.*

\_\_\_\_\_

Do you know the First Name of your company President?

*If you do, give yourself fifteen points.*

\_\_\_\_\_

**Write your name, total your score and pass this page to your Team Captain.  
No points awarded for scores submitted after the two minutes runs out.**

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YOUR NAME: \_\_\_\_\_ Worksheet Score: \_\_\_\_\_

Do you know the year that your organization was established?  
*If you do, give yourself ten points.* \_\_\_\_\_

Do you know the name of the person sitting next to you?  
*If you do, give yourself ten points.* \_\_\_\_\_

Do you know if the person sitting next to you has a pet?  
*If you do, give yourself twenty points.* \_\_\_\_\_

Bark like a dog loud enough for the entire class to hear you.  
*If you have the courage to do this now, add fifty points.* \_\_\_\_\_

If spend at least ten minutes each day planning your schedule,  
*You earned twenty points.* \_\_\_\_\_

If meet at least once a week with management or coworkers to plan,  
*You earned thirty points.* \_\_\_\_\_

If meet at least once a month with customers or vendors to plan,  
*You earned sixty points.* \_\_\_\_\_

If you have been with the organization more than three years,  
*You deserve to give yourself thirty points.* \_\_\_\_\_

If you are getting desperate now, stand up and run in a small circle,  
*If you have the courage to do this now, add 100 points.* \_\_\_\_\_  
*(Make noises like a chicken while running in a circle and double the score)*

**Write your name, total your score and pass this page to your Team Captain.  
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YOUR NAME: \_\_\_\_\_ Worksheet Score: \_\_\_\_\_

If you are on the last page of this exercise,  
*You probably had a chance to plan, add 200 points!* \_\_\_\_\_

If you are using a blue pen to complete this worksheet,  
*You got lucky, give yourself ten points.* \_\_\_\_\_

If any individual on the other team submitted a worksheet before you,  
*Subtract ten points (minus ten points)* \_\_\_\_\_

If you want to win, make sure that your team has the lowest score,  
*You want low scores so give yourself all zero points.* \_\_\_\_\_

If you are concerned about the time that it takes to do the math,  
*You should read that last question and add 200 points!* \_\_\_\_\_

If you review reports on a monthly basis to determine trends,  
*Give yourself twenty points.* \_\_\_\_\_

**Write your name, total your score and pass this page to your Team Captain.  
No points awarded for scores submitted after the two minutes runs out.**

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TEAM CAPTAIN: \_\_\_\_\_

Accumulated Worksheets:

NAME: \_\_\_\_\_ Worksheet Score: \_\_\_\_\_

NAME: \_\_\_\_\_ Worksheet Score: \_\_\_\_\_

NAME: \_\_\_\_\_ Worksheet Score: \_\_\_\_\_

NAME: \_\_\_\_\_ Worksheet Score: \_\_\_\_\_

NAME: \_\_\_\_\_ Worksheet Score: \_\_\_\_\_

NAME: \_\_\_\_\_ Worksheet Score: \_\_\_\_\_

NAME: \_\_\_\_\_ Worksheet Score: \_\_\_\_\_

NAME: \_\_\_\_\_ Worksheet Score: \_\_\_\_\_

NAME: \_\_\_\_\_ Worksheet Score: \_\_\_\_\_



**Did advance planning have any impact on your Team Score?**



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