TITLE: **Time Management**

MODULE: **No. 05**

Objectives: Participants of the module

- will be able to better organize their working hours and obligations according to resources,
- will be better organized in performing their job,
- will gain knowledge of how to set priorities and organize obligations,
- will provide more effective advisory work.

Participants: agricultural advisors (approximately 15) Trainers: Slađan Stanković PhD (SS), second CECRA trainer

Location: IPN, Bulevar despota Stefana 68b, Belgrade, Republic of Serbia

Day 1, from 10.00 to 18.00

Time	Phase/Step	Objective	Details and methods	Material/ Visualization	Responsibility (Who?)	Comments
10.00	Introduction Where time management helps us?	Welcome: Overview of CECRA 4 (goals, program presentation). Presentation of participants. Division of participants into groups. Forming a wrap up team.	Presentation of trainers. Presentation of participants: - Every participant has to complete the questionnaire: Time management, - To introduce him/herself (to say 10 words about him/herself), - Every participant should explain what his /her expectations from the seminar are. Trainers present the content and objectives of the module.	Posters (goals, programme), Cards with participants' names.		

10.45	Analysis of activities and available time	Initial analysis of using time (how we use time?). Comparison of analysis results with its goals.	Exercise: 1. Make the list of obligations and a link between that what you are doing and what you should do, 2. Analyse the working hours during the working week (key activities at the job and out of the job in the time frame), 3. Compare the real time for individual obligations with the goal - what you should do.	Pin board, Flipchart.		
11.30	Coffee break					
11.45	Organization of the working place	Advices for working place organization. Desk management - a better personal organization.	Exercise: Fill out the questionnaire Organization of the job. Analyse the questionnaire. Discussion.	Pin board, Flipchart.		
13.00	Lunch break					
13.30	Energizer	Activate trainers and participants.	Fun activity.		Energizer team	
13.45	Work planning	Time management. List of obligations. Thieves of time. Golden rules of time planning.	Exercise: Time management - Identify your key role at work and out of the work. - Determination of goals – inscribe one or two tasks that should be completed for each role within the next 7 days. - Plan activities for a week, keeping in mind the achievement of goals. Exercise: Make a list of obligations - not less than 5 and no more than 10. Reasons for losing time. Good experiences in planning time.	Pin board, Flipchart. Power Point		
14.45	Personal techniques -	Pareto principle	Exercise: Pareto principle How to become more efficient (which 20% of activities yield 80% of the effect)	Power Point Pin board, Flipchart.		
15.30	Coffee break					

16.00	Personal techniques -	Eisenhower principle	Exercise: Eisenhower principle (Sorting obligations by urgency and importance to 4 groups).	Eisenhower Matrix Power Point, Pin board, Flipchart.		
16.45	Personal techniques -	ABC analysis	Exercise: ABC analysis Determination of priorities for each item of planned commitments.	Power Point, Pin board, Flipchart.		
17.30	Summary and conclusion	Temporary evaluation	Short personal impressions (what I have learned - team, teamwork and team management).	Flipchart Mood Meter		

Day 2, from 10.00 to 18.00

10.00	Introduction	Display of first day content – resume.	Wrap up team prepares first day presentation - useful advices.	Pin board, Flipchart.	Wrap up team	
10.30	Implementation of planning and resources	Making realistic plans.	Exercise: How to make a plan that best fits you. Obligation list - remember all obligations.	Cards, Papers Pin board, Flipchart.		
11.00	Coffee break					
11.15	Implementation of planning and resources	Making realistic plans. Goals setting policies.	Objectives oriented to activity.	Cards, Papers Pin board, Flipchart.		
13.15	Lunch break					
14.00	Energizer	Activate trainers and participants.	Fun activity		Energizer team	
14.15	Stress management	Stress management. Find the causes of stress. Working on yourself - overcoming stress.	Exercise 1: How to recognize that you are under stress? Exercise 2: What is the most stressful for you? Exercise 3: What is on your "stop doing" list? Overcoming stress. Multitasking. Reduce interference. Focus.	Flipchart.		

16.15	Coffee break					
16.30	Establishing a balance between different roles in business and private life	Control yourself over time and manage your activities.	The obstacles for efficient time management. Advices for time management.	Power Point, Pin board, Flipchart.		
17.30	Evaluation of seminar		Evaluation of goals. Discussion.	Flipchart Pinboard Mood Meter		
17.45-18.00	The end of the education				All	

Literature and resources

- Participatory Learning and Action: A trainer's guide, Jules N Pretty, Irene Guijt, John Thompson, Ian Scoones, London, 1995, web page www.iied.org/participatory-learning-action
- Facilitation – the art of making your meetings and workshops purposeful and time-efficient. Ernst Bolligerm Tonino Zellweger, Agridea, 1995
- Adviser Facilitation Handbook, Teagasc
- Handout from CECRA Train the Trainer Seminares

Websites:
https://www.psss.rs/strucni-tekstovi/download/52-materijali-sa-edukacija/3697-2015-modul-11.html
https://sixth.ucsd.edu/_files/_home/student-life/icebreakers-teambuilding-activities-energizers.pdf
https://www.mindtools.com/a72g4xbonus/TeamBuildingActivitiesToolkitCLUB.pdf
https://www.fcs.uga.edu/docs/time_management.pdf (Sue W. Chapman Michael Rupured /2008/: Time Management: 10 strategies for better Time management – The University of Georgia College of Agricultural and Environmental Sciences, Cooperative Extension)
https://weekdone.com/ebook/A%20Simple%20Handbook%20for%20Achieving%20Maximum%20at%20Work.pdf : A Simple Handbook for Achieving Maximum at Work
https://ec.europa.eu/programmes/proxy/alfresco-webscripts/api/node/content/workspace/SpacesStore/e82f57ae-381b-4926-acd8-c631c2699771/TIME%20MANAGEMENT%20engl%20final.pdf