

## **CLASSROOM SESSION:**

**Total Duration: 120 Minutes**

### **General Instructions for the trainer:**

**Trainer to ensure the completion of the self-learning session by the students before conducting the classroom session.**

### **Review Questions:**

**Duration: 30 Minutes**

### **Instruction:**

Trainer to ask the following questions to review the self-learning session.

1. What is stress?
2. What does inability to plan ahead and stick to goals means?
3. Why one suffers from loss of control of his/her life?
4. What is the role of 'urgent-important matrix'?
5. Why we should stay away from long gossip and long tea/lunch breaks at office?
6. Why we should set time limits?

## **Activity – 1**

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### **Group Activity:**

**Duration: 30 Minutes**

### **Instruction:**

- Divide the whole class into 3 groups and rename it as Group A, Group B and Group C.
- Distribute one Blank Sheet to each group.
- Every group need to discuss on the 'tips to manage time' for about **10 minutes** and as a group come up with *six best tips*.
- Encourage each and every one to think deeply and to participate in the activity.
- Give them **10 minutes** to write down their best 'tips to manage time'.
- After this, ask each group to select one person who will represent the group.
- Then inform each group that they have only **10 minutes** to represent their group assignment in front of the class.

- Then ask each representative to represent their group assignment one by one within 10 minutes, other group member may also add justification or logic with the representative.
- Trainer will give max of 3 marks for each best tips, the scoring should be based on proper logic and justification of each point.
- The group with more of accumulated score will be announced as the winning group.
- Total time required to complete this activity is 30 minutes. (10 minutes for discussion, 10 minutes for writing best tips to manage time, 10 minutes for presentation)
- Clap and appreciate their efforts.

## Activity – 2

### Group Activity:

**Duration: 60 Minutes**

**Instruction:** Tell the participants that they would now get to know how Saugato spends his week so that they can help him plan his week better. Share the given below points with them.

### **A Week in Saugato's Life :**

- Saugato, a young working person a three other roommates in a shared apartment.
- His roommates think that he cooks well. He buys grocery and cooks for all of them every day.
- Saugato and his friends talk till late at night and do not go to sleep before 12 am.
- Saugato has to reach office at 9 am. He usually returns by 7pm in the evening.
- He is always late to office.
- He feels sleepy at work
- Saugato runs out of rice on Monday.
- On Tuesday, he realizes that his clothes are not ironed.
- Almost every day, Saugato spends at least half an hour chatting with the tea vendor outside his office when he leaves office in the evening.
- On Wednesday, Saugato's boss caught him taking an afternoon nap at his desk after work.
- On Thursday, he gets down with fever. He cannot find medicines and does not report to work.

Then, divide the class into groups of 4-5 students by asking each student to call out 1,2,3,1,2,3...and grouping together all 1's, 2's,3's. Tell them

that they now have to plan Saugato's week keeping in mind all the given points. Students will be given 10 minutes to finish the plan. They must also try to use the inputs and information they gained from the session.

The participants should keep in mind the following points:

- Think about all possible activities that Saugato would be undertaking in the day – getting ready for work, working, sleeping, spending time with friends.
- Be realistic about the time spent on each activity.
- In addition to planning his week, they must also come up with suggestions that they would like to give to Saugato to help him manage time effectively and also improve the quality of his work.
- Each group will present their weekly planner and suggestions for Saugato within 15 Minutes.
- Trainer will declare the winning group based on their presentation with a proper plan.