

Exploring Leadership

PLANNING & ORGANIZATION: PRIORITIZING

Mastering prioritization can change your life. Knowing your priorities reduces stress, helps you focus, can improve productivity and time management, and even helps with work-life balance.

CONVERSATION STARTER:

- This jar represents your life. The rocks are the important things – your family, your health, your work. The pebbles are the other things – your house, your car. The sand is the small stuff. How do you manage your time to make sure it all fits?

Once you know how to prioritize your tasks and your time, you realize that much of the work that felt urgent doesn't really need your attention. In business and in life, we need to prioritize things we do and understand how this impacts our available time.

KEY OBJECTIVES:

- Conceptualize Prioritizing.
- Practice Prioritizing by playing a game.

WHAT YOU'LL NEED:

- Jar filled with rocks, pebbles, sand
- A large copy (or computer display) of the task list (Appendix) that can be displayed (do not show prior).
- Art supplies, index cards, scissors, tape, etc.
- Timer

EXPLORATION ACTIVITY:

This game will give you some practice on how to identify the most important tasks and accomplish them first. Divide into teams with an equal number on each team (3 or 4).

- Each participant will have 8 minutes to earn as many points for your team as possible.
- Each task has been assigned a certain number of points. (Choose wisely!)
- Keep track of which tasks you are able to complete in the allotted time.
- Display the list of tasks and start the timer.
- Chaos may ensue, but it should be fun.
- When the time is up, have the teams tally their points to determine a winner.

FACILITATION TIPS:

- Conversation Starter of the Time Jar is best represented by visually adding in the rocks, pebbles, and sand (in that order) demonstrating how it all fits. Then dump out the contents and try to put all back in again, demonstrating how everything doesn't fit if not prioritized first.
- Instead of having groups score themselves in the game activity, you could keep an eye out for who completes which tasks.



REFLECTION QUESTIONS:

- How did your team decide which tasks you wanted to do first? Why?
- If you had more time to Prioritize, what would you have done differently?
- Which tasks did your team not even consider trying? Why?
- What was your basic strategy of Prioritizing the tasks to earn the most points?

APPLICATION DISCUSSION:

- In real life, when do you have to Prioritize your tasks and your time?
- What are your greatest priorities in life? Do you spend an appropriate amount of time on them?



CONCLUSION:

When you Prioritize your tasks and your time, it means you do the important stuff first (like with the Time Jar). We have a limited amount of time on the planet, and it is ultimately up to you how you're going to spend it.

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REFERENCES

- <https://everhour.com/blog/top-time-management-games/>
- <https://symondsresearch.com/free-time-management-games/>
- <https://blog.rescuetime.com/how-to-prioritize/>



APPENDIX:

Tasks (Points)

As a team, do a lap around the room. (5 points)

As a team, perform the "I'm a Little Teapot" song (loudly) and with appropriate gestures. (15 points)

Make a paper airplane that will travel all the way across the room in one toss. (10 points)

Get everyone in the room to sign a single piece of paper. (5 points)

Name your team and come up with a slogan. (5 points for the name, 5 points for the slogan)

All together for one minute, loudly re-create the sounds of the Amazon rainforest with your voices. (10 points)

Form a conga line and conga from one end of the room to another. (5 points; bonus of 5 points for each member of another team who joins you)

Count the number of pets owned by your group. (20 points)

Make a stable tower at least two feet high out of any available materials. (10 points)

Using any available materials, create something for the facilitator to wear. (10 points; bonus 5 points if they actually wear it)

Find out something unique about each person on the team. (5 points)

Create nicknames and name cards for each team member and wear the name cards (10 points)

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