

**Time Management Café Overview**

The Time Management Café is a short blended learning experience oriented around the concepts and skills found in the Harvard ManageMentor Time Management topic. The Time Management topic will help managers:

* *Identify when you are at your sharpest and use this “prime time” effectively.*
* *Recognize what distracts you and refocus quickly.*
* *Develop a broad toolkit of productivity strategies.*
* *Model positive work-life habits.*

The learning experience has three components:

*60 to 90 minutes 60 minutes Ongoing*

Part 1: Pre-work (self-paced, individual)

Before the live Café session, participants are expected to complete the following assignments:

* Review the following online lessons from the Harvard ManageMentor Time Management topic:
  + Own Your Time
  + Harness Energy and Focus
  + Defeat Distractions
  + Take Charge of Your Productivity
  + Overcome Time Pressure
* Complete the online assessment from the Harvard ManageMentor Time Management topic
* Complete the worksheet “Identify Your Peak Time” in the “Harness Energy and Focus” lesson of the Harvard ManageMentor Time Management topic
* Complete the worksheet “Track Your Distractions” in the “Defeat Distractions” lesson of the Harvard ManageMentor Time Management topic

Part 2: Café session (live, group)

The Café session represents the core element of the learning experience. The session provides an opportunity for managers to:

* Exchange ideas and questions with others
* Discuss the context of how concepts and skills apply in the workplace
* Practice and begin application of those concepts and skills
* Build momentum and support for applying the concepts and skills in the workplace

The Café session focuses specifically on the following concepts and tasks from the Time Management topic:

* Use your energy flows
* Improve your focus
* Boost your productivity

Facilitating the Café session as outlined should take approximately 60 minutes. If the facilitator prefers a shorter session or wishes to spend more time on a specific concept or activity, he or she may want to cover only those concepts and activities that are most relevant to the group.

| SECTION | ACTIVITY | TIME |
| --- | --- | --- |
| **Introduction** | Show icebreaker question while participants are arriving to the session (Chat in your response to the following: WHAT DO YOU TYPICALLY DO WHEN YOU RECEIVE AN EMAIL AT WORK? A. View the email and address it immediately; B. View the email immediately but address it later; C. Don't view it until you complete your current task; D. Wait to view the email at a time during the day that you’ve dedicated to addressing emails)   * Introduce facilitators. * Review tips for using technology during the session. * Debrief icebreaker question. * Set context: In today’s fast-paced environment, the demands on our time can make it difficult to do everything we need to do to accomplish our professional and personal goals – and yet still be an accessible manager. While we can’t add more hours to our day, we can deliberately *manage* our time to make sure we’re focusing on the right things that help us achieve our goals. * Review session objectives. | 7 minutes |
| **Skill focus: Use your energy flows** | * Debrief worksheet “Identify Your Peak Time” from the online Harvard ManageMentor Time Management topic. Participants:   + Discuss the group’s distribution of early birds/night owls/in between   + Share any surprises from the activity   + Discuss how the process of tracking energy levels made them think about how they structure their day * Discussion question: What challenges do you face in protecting your peak time? How do you overcome them? * Discussion question: Do you adapt your daily work routine to fit with your energy levels? If so how? * Discussion question: How can we manage workloads within a team to accommodate different preferences? | 20 minutes |
| **Skill focus:**  **Improve your focus** | * Discussion question: What distracts you at work? * Debrief worksheet “Track Your Distractions” from the Harvard ManageMentor Time Management topic. Participants:   + Identify and reflect on their main sources of distraction   + Comment on any surprises * Discussion question: What can we do to reduce daily distractions and interruptions? Participants:   + Suggest ways to reduce distractions (digital and other types)   + Describe what they do to minimize the impact of interruptions | 15 minutes |
| **Skill focus: Boost your productivity** | * Reflection activity: What makes you feel the most productive at the end of the day? Participants: * Describe what ‘being productive’ means for them   + Discuss productivity myths * Reflection activity: What strategies do you use to be more productive? Participants:   + Review a set of strategies and discuss how they have used them, or will use them in the future   + Share other strategies and tips for building effective time habits | 15 minutes |
| **Applying what you’ve learned** | * Review session objectives and skill areas discussed. * Review directions for completing the On-the-Job section of the online Harvard ManageMentor topic, including the action plan. * Close the session. | 3 minutes |

Part 3: Application (self-paced, individual)

After the live Café session, participants are expected to complete the following assignments:

* Complete the online On-the-Job section in the Harvard ManageMentor Time Management. The section provides learners with an opportunity to choose a skill to focus on and create an action plan for applying and developing the skill. *Note:* If your organization does not include the On-the-Job section in your configuration of Harvard ManageMentor, ask participants to think of two things they can do over the next 90 days to further apply and develop their skills in this area.
* Execute their action plan over a specified time frame (e.g., 60 or 90 days).
* After the specified time frame (e.g., 60 or 90 days), access the online On-the-Job section in the Harvard ManageMentor Time Management topic to update the action plan and reflect on the experience.