

A WORKSHOP BY
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2019



DO YOU HAVE TIME?



INTRODUCTION

As an EVS volunteer at INEX Slovakia, I had the opportunity to create my own workshop according to the current situation in the society as well as to my interests. During my studies I have faced many times the difficulty to prioritise my tasks so I decided to create a workshop useful not only for other people but also for myself.

I found myself amazed when I deeply understood how simply and effectively the Eisenhower's Matrix works. What really attracted me the most is that this method could be applied in several aspects of life, thus I chose this topic for my workshop.



AIM

The aim of my workshop is to share how to effectively prioritise tasks .

GOALS

Help people realise that:

- 1) This method could be applied in several aspects of life: from organising yourself to running a business
- 2) Not everyone has the same priorities and that's absolutely fine

Strengthen the cooperation between the volunteers by creating teamwork activities

Learn how to use the Eisenhower's matrix as a time management tool

Use this tool individually as well as in a group

AIM&GOALS

THEORETICAL PART

THE EISENHOWER DECISION MATRIX

The Eisenhower Matrix is named after Dwight David Eisenhower – an American army general and statesman who served as the 34th President of the United States. During his time in the army, Eisenhower was faced with many tough decisions concerning the tasks he had to focus on every day. This led him to invent a principle that helps us prioritize our tasks by urgency and importance.

The Eisenhower Decision Matrix



What's considered as important and what's as urgent?

IMPORTANT

Important tasks are things that contribute to our long-term mission, values and goals. Sometimes important tasks are also urgent, but typically they're not. When we focus on important activities we operate in a responsive mode, which helps us remain calm, rational and open to new opportunities.

URGENT

Urgent means that a task requires immediate attention. These are the to-do's that shout "Now!" Urgent tasks put us in a reactive mode, one marked by a defensive, negative, hurried, and narrowly-focused mindset.

"WHAT IS IMPORTANT IS SELDOM URGENT AND WHAT IS URGENT IS SELDOM IMPORTANT."

Using the Eisenhower Matrix

QUADRANT 1: DO FIRST

Quadrant 1 contains tasks that are both urgent and important. These are "do first" tasks because they are critical for our life or career in some way and need to be finished right away. We want to get these tasks done as soon as possible. E.g. a crying baby, a medical emergency, or something burning in the oven.

QUADRANT 2: DECIDE

The tasks in quadrant 2 are important, but not urgent. This is where we want to invest the majority of your time. Quadrant 2 tasks are in line with our long-term goals. However we should think that everyone has different goals and objectives. E.g. spending time with family, going to the gym.



Using the Eisenhower Matrix

QUADRANT 3: DELEGATE

Quadrant 3 tasks are activities that require our attention now (urgent), but don't help us achieve our goals or fulfill our mission (not important). Most Q3 tasks are interruptions from other people and often involve helping them meet their own goals and fulfill their own priorities. E.g. phone calls

QUADRANT 4: DELETE

Quadrant 4 activities aren't urgent and aren't important. They're what I like to call "dicking around" activities. Q4 activities aren't pressing nor do they help you achieve long-term goals or fulfill your mission as a man. They're primarily distractions. E.g. Scrolling through Facebook





MY WORKSHOP'S STRUCTURE

FIRST PART

TO DO LIST

SECOND PART

**THEORETICAL PART: THE
EISENHOWER'S MATRIX**

THIRD PART

**TEAM'S DIVISION/INEX
MAN'S BIRTHDAY PARTY
ACTIVITY**

FIRST PART

I gave to the participants a to do list and pens and I asked them to write down at least 5 goals, short term or long term. From going to the supermarket to buy milk to finish their studies or having a family.

After that I asked them to divide their goals in 4 categories:

- important
- urgent
- urgent and important
- not urgent not important

This step was really crucial for the second part of my workshop.



SECOND PART

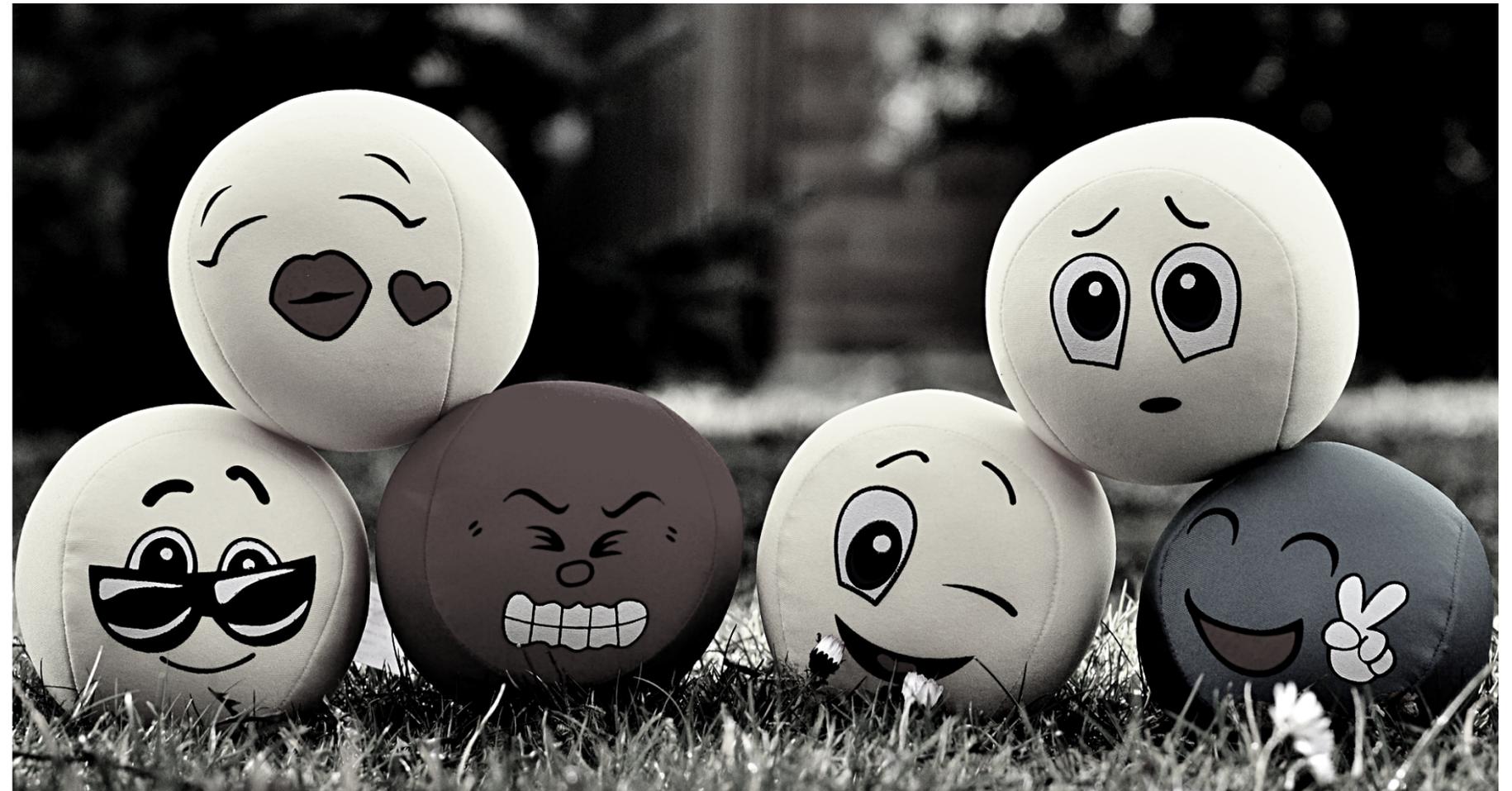
In the second part I explained what is the Eisenhower's Matrix and how it works. For this, I used several examples, but I also requested the participants to give their personal examples, including their goals written in the to do list.



THIRD PART

TEAM'S DIVISION

For INEX man's birthday party activity, I had to create 3 teams of approximately 4 people each. I gave to each participant one small paper with an emotion written on it. The participants had to find their emotion partner expressing the written emotion without words.



THIRD PART

INEX MAN'S BIRTHDAY PARTY

Each group was given a big paper with the Eisenhower's Matrix template and an envelope with some tasks written. Some tasks for example are:

- set a budget
- make a Facebook event
- invite the best DJ in Bratislava
- take salsa lessons

The goal of this activity was to organise INEX man's birthday party by prioritising the tasks in the quadrants.

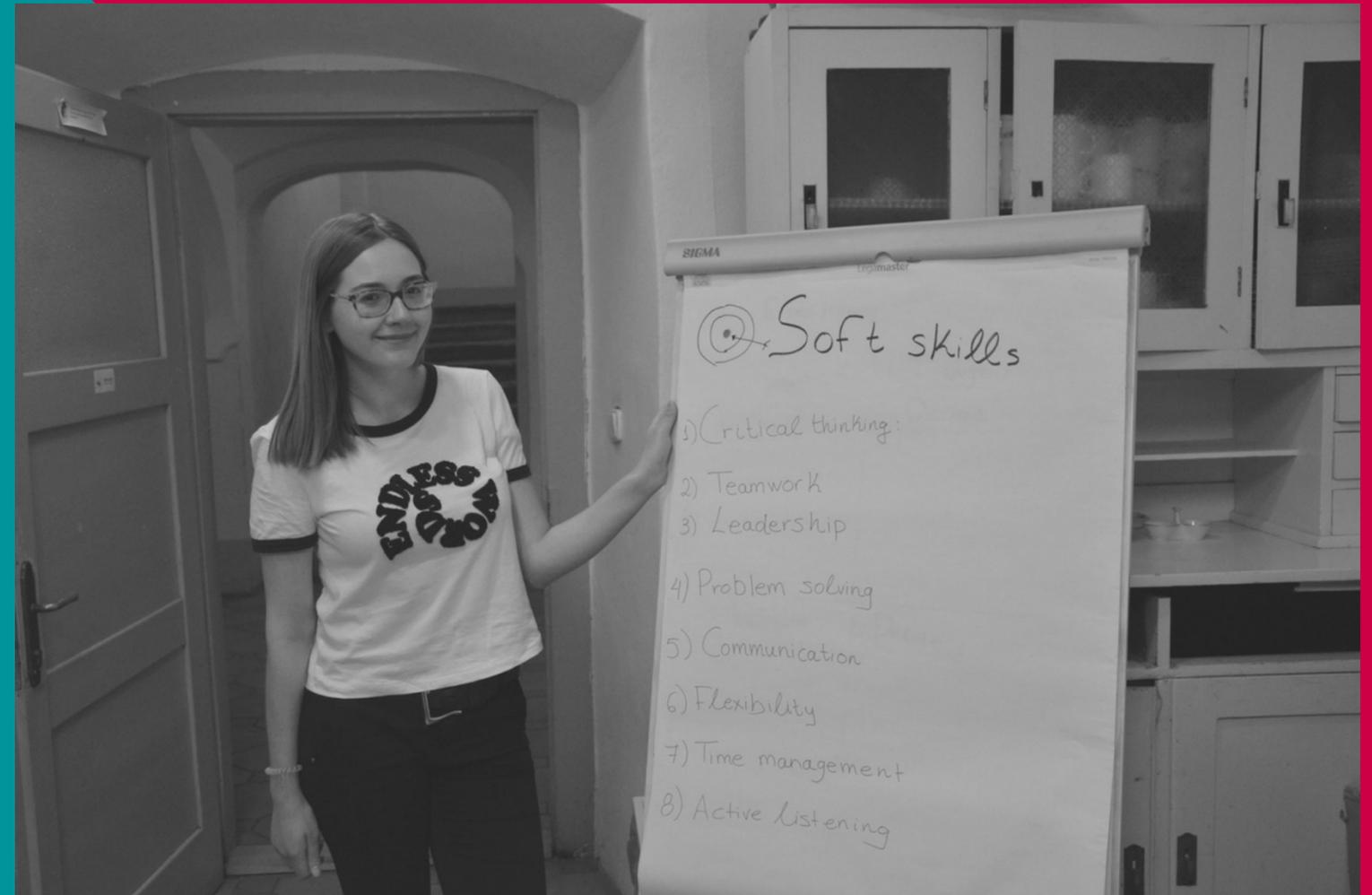
Cooperation is the key in this activity because of the fact that they needed to take common decisions. When they finished this task they could take a look at how the other teams divided the given tasks and compare the similarities and differences. Then we gathered again all together and we discussed and evaluated the workshop.



WHERE I PRESENTED MY WORKSHOP?

INEX OFFICE AND TRAINING FOR LEADERS

The first two times that I presented my workshop were ok. The truth is that I was a bit stressed, especially when I realised that I had to make some changes in order to fit this workshop in 45 minutes. In fact, I needed to make it shorter in order to have more time to explain better the theoretical part.



WHERE I PRESENTED MY WORKSHOP?

MIDTERM TRAINING



In midterm training in Poprad I had the chance to implement my workshop both to the volunteers and to the trainers. Actually, it was the first time that I felt that the workshop really worked and it was clear for the majority of the participants. I was really grateful for their feedback which helped me a lot to improve myself and this workshop in the future.

WHERE I PRESENTED MY WORKSHOP?

ECO SLATINKA WORKCAMP

Eco Slatinka was the first camp that I led. I decided to schedule the workshop on Saturday morning so the volunteers were not physically tired. The volunteers really contributed to the workshop and showed interest. Because of that, the workshop lasted over 45 minutes .



WHERE I PRESENTED MY WORKSHOP?

UHROVEC CASTLE WORKCAMP



I visited Uchrovec castle workcamp as INEX messenger. The participants were really nice, however they were physically exhausted because of the fact that they were working at the castle the whole day. Furthermore, there was a lack of basic equipment like flipchart board and chairs. No matter the hard conditions, it was a unique experience for me to implement my workshop in such a historical place so I really enjoyed it.

Evaluation

Overall, I think it was a unique experience for me to create and present a workshop about time management for volunteers from different countries with different backgrounds.

The topic was interesting for the majority of participants except the older ones or people who were already aware of this tool. I tried hard to explain the theoretical part as clear and detailed as I could. However, sometimes I caught myself rushing and give only a few examples. This, combined with the fact there were some volunteers with basic English knowledge, made me realise that the theoretical part was not fully understood by all participants.

To my mind, being a confident and well informed trainer is necessary for a successful workshop. In the training for leaders, for instance, I wasn't self assured so I found myself stressed and my performance low.

It is popularly believed that the workshop should be implemented in a cosy and calm place and in my opinion, that's absolutely true since the participants are focused to the workshop. From that point of view, I consider my workshop in Uhrovec castle disadvantaged.

Evaluation

The part that me and the participants enjoyed more, was the third one where they not only had to apply the knowledge that they gained but also to cooperate and make decisions. For some groups it was easy to cooperate for others not so much, especially when more than one obstinate person was in the same group. In fact, this method is popular also in leadership workshops . Regarding the topic of this part, it was suggested that it should be something related with the workcamps like the Feast of Cultures and I agree with this counsel. However, I had in my mind the fact that this workshop might be presented also in schools and that's the reason why I chose the topic of INEX man's birthday party.

To sum up, am I satisfied overall? Considering all the above, I would say yes. For me this workshop was part of my EVS learning process and I feel grateful that I was given the opportunity to overcome my limits and gain experience.



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