

The Outline

Preparation

To help the mentee discover how to prioritize their weekly goals and schedule.

Experience It

Set a goal for the prioritizing experience: To learn what to prioritize in your week.

Here are some suggestions for the experience you can take your mentee on. Remember the key is do it *with* them.

Experience Example: Create 2 lists of the same goals, one for the mentee and one for yourself. Have the mentee put their list in priority order while you do the same with yours. Compare the two priority lists. Talk through the differences.

Question it

Progress through Question it continuing to use the specific questions and activities listed in the Flow pack.

What do the things that are a priority have in common?

What do the things that are not a priority have in common?

Understand it*

Use the teaching provided to unpack the principles associated with Goal setting.

Multiply it

Progress through 'Multiply It' continuing to use the specific questions and activities listed in the Flow pack.

2 - The Teaching

Teaching Notes

Use these notes in the 'Understand It' section, to re-teach the mentee what they have learned through the experience, and fill in gaps in their understanding.

Principles of Prioritizing

Know how much time you have to do everything.

- Estimate how much time it will take you personally to complete a task.
- Work out if you need to stop another task to make time for the most important one.

Know how long something will take to do.

- Record how long it has taken you previously. Bare this in mind for future planning.
- Know if anyone will be helping you with the task and therefore will make it quicker.
- Allow time for other people's response and interaction if it involves other people.
- Give a deadline to other people who are involved.

Know how important each task is.

- Ask how important the task given to you is to the person who gave it to you.
- Understand how important the task is to the person who is relying on you to complete it.

Know when the task is due.

- Put the due date in your calendar.
- Put reminders in your calendar before the task is due.

Know how many people your task will affect.

- It's important to remember the impact even a smaller task will have on others.
- It can be helpful to ask the person giving you the task, how it will help others.

Know how much momentum your task will create.

- Completing several small tasks can sometimes build more momentum than completing a big task.
- Aim to know and do the things that will produce the best result.