

# Worksheet

## **The Edge Team Training**

### *Module 2 – Session 2*

## Creating Buckets

### **EXERCISE 1.**

*Ask each team member to identify how they would divide their week into 10 four-hour buckets.*

## Step 1. Start Batching

*Reduce switching costs and reduce mental fatigue.*

### **EXERCISE 2.**

**ASK EACH MEMBER: Find a group of similar tasks that you can batch.**

#### **List the tasks**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**ASK EACH MEMBER: Pick 1 Bucket of time in which you can do that group of tasks listed above. Give that group a Name.**

6. \_\_\_\_\_

## Step 2: Stop Multitasking

*Multitasking makes you dumb.*

### **EXERCISE 3.**

**EACH MEMBER: What one thing can you do to stop or reduce multitasking?**

1. \_\_\_\_\_

(Being aware that it makes you dumb and lowers your IQ is a good start. Ideas like blocking off a bucket of time in which you do not have any interruptions)

## Step 3: Make it Permanent

*Creating your first Priming Ritual*

**ASK EACH MEMBER: How can you prepare for the group of tasks in Exercise 2 above – Gathering materials, notes, tools etc.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_