

Worksheet

The Edge Team Training
Module 4 – 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. _____