

Instrument 10. Tools to plan the activity in terms of time management



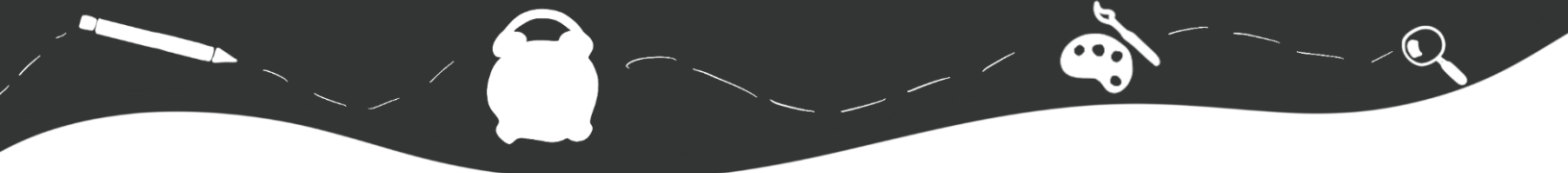


This instrument will give you tools to plan the activity in term of time management so you can use the time efficiently and be prepared for unforeseen situations.

Is very simple to use this instrument, you read the tasks and you fill in the banks, you write, reflect and think. Feel free to use the designated space to write your thoughts and add more space or even pages if you feel necessary. You can reflect and answer to these questions by analysing your existent youth work or you can plan your future youth work. Think outside the box and dream big!

First you need to write every activity you will do in order to implement the core activity of the project. The core activity is the actual activity with the young people with and without fewer opportunities (can be seminar, workshop, training course and other). You can have more than one core activity. So, you will have secondary activities that you will do before and after the core activity. At this point we are just going to list the activities.

Secondary activities before the core activity
Core activity
Secondary activities after the core activity



Second you will establish for each activity how much time do you need in order to implement it.

Secondary activities before the core activity	Time needed
Core activity	
Secondary activities after the core activity	



Third you will write the activity in chronological order (there are chances you already write them in chronological order in the previous steps). When you write the activities, make sure there are in the chronological order. For example, you don't want to create the open call or send invitations to the young people if you don't know the location and venue of the core activity. At this point you should highlight the most important activities, you should identify if the activities are connected and if the success of one activity depends on the success of another activity. Revise the needed time if necessary.

Chronological order <i>Give a number in ascending order to each activity</i>	Name of the activity	Time <i>How much time do you need to implement the activity?</i>
	Secondary activities before the core activity	
	Core activity	
	Secondary activities after the core activity	



Last you should create the **ACTIVITY TIMELINE**. The project timeline should include the activities in chronological order, the period and deadlines. Until this point you know how much time one activity will take and in what order you need to implement it. Now is time to be specific and to set up the exact period and realistic deadlines. Think on when you will start and when you are going to end the non-formal activity, how the social, economic and political context will affect the implementation, if the foreseen period of the core activity is suitable for the target group, if the period of each activity is flexible.

Name of the activity	Deadline (date)	Activity period*							
		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month n
1.									
2.									
3.									
4.									
5.									
.....									
.....									
.....									
.....									
n.									

*highlight the column when the activity will be implemented





For each activity you should create a timeline. Divided each activity in small steps and set up specific deadlines. For example, if one secondary activity is the Participant’s selection, then the small steps will be: identify the venue and location, create the open call, create the selection criteria, create the application process, create the selection team, promote the call for participants, analyse the application form, select the participants, send the selection results, create the final list of participants.

The core activity is already written in small steps in the programme design and the program flow. You should read each session description and estimate the time you need for each action you make. When you estimate the time consider if the target group need to move, how long it will take you to prepare the room and the materials, if one specific method will take longer because of the young with fewer opportunities’ limitations and identify possible delays.

Name of the activity: _____

Activity period: _____

Activity deadline: _____

Chronological order	Steps to do	Deadline





It is important to do the daily planning at the beginning of each working day. Look at the Activity Timeline, then at each activity plan and based on what you should do develop the plan of your day. Allocate only 80% of the time, the 20% will be for unforeseen actions. Remember, delegate tasks if is necessary to your colleagues (if you have the possibility).

Daily planning	
Date: _____	
<p>High Urgency/ Low Importance</p> <p>Write the tasks/ actions that are urgent to do but they are not important. You can implement them at the end of the day.</p>	<p>High Urgency/ High Importance</p> <p>These are the tasks/ actions that you should do first. After you finish it you can do next the other tasks from Hight Urgency/ Low Importance or from Low Urgency/ High Importance category.</p>
<p>Low Urgency/ Low Importance</p> <p>These are the tasks/ actions that you will do last because they can be postponed. At some point these tasks/ actions will become more important and more urgent.</p>	<p>Low Urgency/ High Importance</p> <p>Even if they are not urgent, the tasks/ actions are very important so you should implement it after the High Urgency/ High Importance tasks/ actions, unless the tasks/ actions from High Urgency/ Low Importance needs to be done immediately.</p>

At the end of the day verify what tasks you have accomplished and what tasks you have not. Include the unfinished tasks/ actions on the Daily planning sheet for the next day.



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