

# Instructions for the Time Management Worksheets

Prior to meeting you will take the worksheet, draw a line from top to bottom, on the right side to form a column.

You will **divide the number of minutes** for each question by the number attending your group each week, giving you the exact amount of time each person will have to share on each question.

You will then give that time to the group, and the timekeeper before each question.

Make sure your time keeper is able to give a **1 minute warning** before the person who is sharing's time is up.

**Have a preplanned word, hand signal, or "stop sign"** - something the group has agreed on to interrupt a speaker - if they are going over their time. "Just letting them finish" will not work for this.

If the facilitator does not insist on **consistently limiting sharing**, the group will just ignore the time limits. You will not be able to complete the work - especially the accountability at the end of each session.

The group will also grow accustomed to these time limits pretty quickly, so most of this limiting work will be in the first few weeks.

This worksheet is fairly well-scripted. Read the opening statements as you follow through with group "check in".

**Allow 1 hour for discussion.**

**Set a timer on your own**, so you have a full ½ hour to do the week's risks and phone call set-up.

If a person does not have a reasonable "risk" with a person involved in it, do not sort it out during group time. Instead have them call a group member the next day and dial in a better risk.