

First Week at Work Challenge

GROUP WORKING DAY PLANNER

Agree on your three highest priorities. Plan a realistic day, including meeting preparation, lunch and time for unexpected tasks. Check which emails need attention rather than treating them all equally.

Tasks:

A. Manager information

Your manager has asked for a short piece of information by 3pm. Estimated time: 45 minutes.

B. Team meeting

Team meeting at 10:30–11:00. You need about 15 minutes preparation.

C. Important project

You have a project task due Friday. Estimated work today: 90 minutes.

D. New colleague

A newer colleague has asked you to show them how to use a system. Estimated time: 30 minutes.

E. Routine administration

Needs completing by the end of the week. Estimated time: 45 minutes.

F. Possible error

You notice something in important information sent yesterday that may be incorrect. You are not sure.

OUR TOP THREE PRIORITIES

1. _____
2. _____
3. _____

OUR WORKING DAY

Time	Planned activity / task
09:00–09:30	
09:30–10:00	
10:00–10:30	
10:30–11:00	
11:00–11:30	
11:30–12:00	
12:00–12:30	
12:30–13:00	
13:00–13:30	
13:30–14:00	
14:00–14:30	
14:30–15:00	
15:00–15:30	
15:30–16:00	
16:00–16:30	
16:30–17:00	

WHAT NEEDS CLARIFICATION?

WHAT CAN WAIT, AND WHY?
