1. MATERIAL FOR PARTICIPANTS: PLAY & ROLE

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1. MATERIAL FOR THE PARTICIPANT: PLAY & ROLE

Hi! Today we will simulate a coaching conversation using the GROW model. The GROW model is a great tool for conducting conversations that help you achieve your goals. The abbreviation GROW stands for:

➡ Goal,
➡ Reality,
➡ Options,
➡ Will.

Each of these four words helps provide a structured approach to problem solving and goal setting.

Role:

⭕ coach (C)
⭕ Client (Cl)

Let's get started!

⭕ **C -** Hello! I'm glad we can talk today. What would you like to focus on during our conversation?

⭕ **Cl -** Hello! I would like to improve my time management skills to better cope with my work responsibilities.

C - Great, that's a very important goal. What specific results would you like to achieve in this area?

Cl - I would like to be more effective and reduce the stress associated with the multitude of tasks. I would like to have better control over my schedule and achieve more in less time.

C - That sounds like a specific goal. Can you define what exactly success will look like? What will be the signs that you have achieved your goal?

Cl - Success for me means that I will be able to complete all important tasks during the working day without having to stay late. I will also be less stressed and have more time to rest.

C- Now let's look at your current situation. How do you manage your time now? What are your main challenges?

Cl - Nowadays, I often postpone tasks and have problems with prioritisation. I am often overwhelmed by the amount of work and don't know where to start.

C - Are there any specific examples that illustrate these challenges?

Cl - Yes, for example last week I had a project that I had to finish by Friday, but all week I put off starting it and had to

work at night from Thursday to Friday to finish it.

○ **C -** I see. What do you think contributes to these difficulties?

○ **CI -** I think I lack a clear action plan and I have problems with discipline in carrying out tasks. I often allow myself breaks and distractions.

○ **C -** Now let's look at possible solutions. What ideas do you have for improving time management?

○ **CI -** I was thinking about starting to plan my day in advance and using a task list. I could also use time management techniques such as Pomodoro to better control my working time.

○ **C -** That's a good idea. What other options can you think of?

○ **CI -** I can also limit distractions like social media and set specific amount of time for breaks.

○ **C -** Are there any other strategies you could use?

○ **CI -** I think I might also try to delegate tasks better and use time management apps like Trello or Asana.

○ **C -** Great, you have some good ideas. What are you going to do first?

○ **CI -** I'll start by planning my day in advance and using a task list. I also want to try the Pomodoro technique to better control my working time.

○ **C -** Perfect. What specific steps will you take to make this happen?

○ **CI -** Tonight I will spend 30 minutes planning for tomorrow. Tomorrow morning I will start work by making a to-do list and try the Pomodoro technique throughout the day.

○ **C -** Great plan. What could the potential obstacles be and how are you going to deal with them?

○ **CI -** I may be tempted to abandon the plan or not stick to the schedule. I will try to be aware of these temptations and consistently remind myself why I am doing this.

○ **C -** Great. How will you monitor your progress?

○ **CI -** I will evaluate how I did every evening and take notes on what I can improve.

○ **C -** That sounds like a solid plan. When can we meet to discuss your progress?

CI - I think next week would be a good time to sum up whether I managed to do the task and what I can still improve.

C - Perfect. I keep my fingers crossed for your actions and see you next week!

I will explain what the Pomodoro method is.

The Pomodoro time management method is a simple but effective way to increase productivity and concentration. It was developed by Francesco Cirillo in the 1980s. The name comes from the tomato-shaped kitchen timer ("pomodoro" in Italian) that Cirillo used during his studies.

How does the Pomodoro method work?

1. Choose a task – decide what you will work on.
2. Set the timer for 25 minutes - that's one "pomodoro". Focus solely on the selected task for this time.
3. Work on the task – work intensively for 25 minutes, avoiding any interruptions or distractions.

4. Take a short break (5 minutes) – After 25 minutes, take a short break to rest and refresh your mind.

REPEAT THE CYCLE
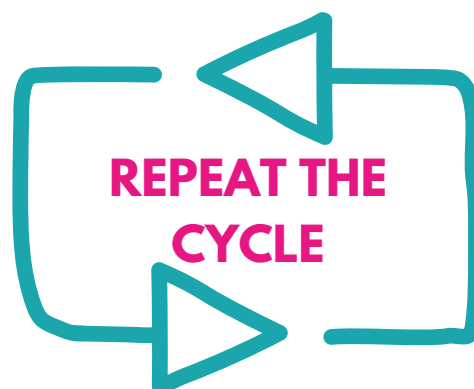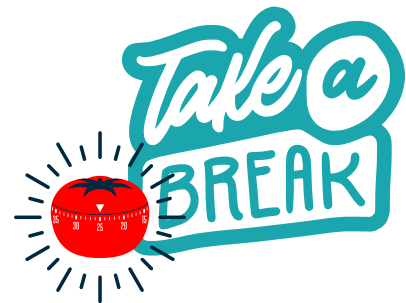
After four "pomodoros" (i.e. after about 2 hours of work), take a longer break (15-30 minutes).

The Pomodoro principles are also important, here they are:

While working, turn off all distractions such as your phone, social media, etc
e-dog.

Keep track of how many "pomodoros" you managed to complete during the day. You can write them down in a journal or use a time management app.

If 25 minutes is too long or too short, you can adjust the length of the "pomodoro" to suit your needs, although the standard 25 minutes is most recommended.