

Key words: Time Management, RAFT Principle, Urgent Vs Important, In-Basket exercise, Experiential Learning, Simulation.

Time required to conduct the In Basket Exercise: 30 Minutes including reading time.

Brief for Instructor

1. Distribute a copy of the exercise to all students and ask them to read and mark R A F T against each of the item.
2. Items that can be delegated should be marked **Refer**, Items that need urgent attention and an action need to be marked **Act**. The items that need action may further be divided into Act Now or Act Later. Further, items which may need to be referred to on a later date but do not need attention may be **Filed**, and the rest can be put into **Trash**.
3. Maintain time pressure

Debrief

1. The instructor may visit each of the items with the group and explain the right choice and discuss how time can be saved.

The exercise:

Imagine that you are Narayan Arunachalam, Assistant Director in Employee Development and Engagement at a fortune 500, Telecom Company.

You have just been informed that you will continue to give support to the circles that you were so far handling namely- Bihar, Bengal and Uttar Pradesh. Besides, new circle- Maharashtra has been handed over to you. Each circle has the Zonal Head HR who reports directly to you. The organisation chart of your organisation appears as follows.