

MT5.1_5 Group Exercise: Help John and Sarah!

GROUP A

John works as a Project Manager at a technology company and has multiple responsibilities. He is managing a team of developers, ensuring that deadlines are met, and communicating with clients. Lately, John has been feeling overwhelmed because his time management and information organisation have become increasingly difficult as his tasks pile up.

He is finding it hard to prioritise tasks and stay organised amidst an influx of e-mails, meeting requests, and project updates. He has a tendency to start tasks without clearly defining their scope, which results in inefficiencies. Deadlines are looming, and he is struggling to keep track of progress while balancing client expectations. He is frustrated by the number of meetings he has to attend, which are often poorly structured and consume a lot of time without giving clear outcomes.

Could you help him?

Read carefully the scenario given to your group. Discuss with the members of your group and answer the questions below.

- 1. What challenges is John facing?***
- 2. How could John overcome those challenges?***
- 3. What techniques would you suggest that they use?***
- 4. What advice would you give to John to avoid being in similar situations in the future?***