

TIME SPENT, TIME INVESTED, TIME WASTED

A RETROSPECTIVE TO HELP TEAMS
APPLY SOME LEAN THINKING TO
THEIR PRIORITIES AND
TIME MANAGEMENT.



BY

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EXPLAIN THE THREE CATEGORIES TO THE TEAM.

Ts - THIS IS TIME SPENT DOING TASKS THAT HAVE AN IMMEDIATE BENEFIT

Ti - THIS IS TIME INVESTED THAT WILL PROVIDE A BENEFIT OF PAYOFF IN THE FUTURE

TW - THIS IS TIME WASTED THAT PROVIDES NO BENEFIT TO YOUR GOALS, NOW OR IN THE FUTURE



PUT TS, TI AND TW ON SEPARATE POST-ITS AND ASK THE TEAM TO POPULATE THE THREE AREAS WITH TASKS OR ACTIVITIES THAT CORRESPOND TO THE OUTPUT OF THAT TIME. GIVE THEM 10-15 MINUTES TO DO THAT.



DISCUSS THE RESULTS. MATCH SIMILAR POST-ITS, THEN ASK TEAM MEMBERS TO CLARIFY THEIR IDEAS AND FIND THE KEY THEMES. TAKE A LOOK AT EACH CATEGORY AND CHALLENGE YOUR TEAM WHETHER THIS IS THE OPTIMUM USE OF TIME.



HIGHLIGHT 1-3 CLEAR ACTIONS THAT COULD MAKE THE BIGGEST DIFFERENCE.



THIS RETRO CAN ALSO BE DONE INDIVIDUALLY. ASK EACH TEAM MEMBER TO DIVIDE A PAGE OF PAPER INTO 3 SECTIONS AND LABEL THEM TS, TI AND TW, THEN BEGIN ADDING THEIR OWN ACTIVITIES TO THE THREE CATEGORIES. AFTER DECIDING ON THEIR ACTIONS, ASK THE TEAM TO SHARE THEIRS WITH ONE ANOTHER FOR ACCOUNTABILITY.



FOR CHALLENGING
QUESTIONS YOU CAN USE
FOR THIS RETRO AND
MORE INFORMATION, VISIT
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