

Mind Over Matter: Healthy Bowels, Healthy Bladder

Estimated Time Commitment

| | Task | Time (est.) | Keep in mind |
|------------------------------|--|-------------------|--|
| Planning & preparation | Schedule MOM workshops | 1 hour | This is simple if your organization has its own location. Contacting multiple locations to compare schedules and costs is more time consuming. Checking with local event calendars to minimize conflicts can also add time. |
| | Secure a location | 3 hours | |
| | Outreach | 6 hours | Outreach time varies widely. Depending on your organization and community, you may choose to do in-person outreach to community groups, print or online advertising, social media, post flyers, etc. As you continue to offer MOM, word-of-mouth advertising may increase, thus reducing time spent on outreach. |
| | Registration | 2 hours | |
| | Supplies | 2 hours | This should be sufficient for shopping, organizing, and setup. If you or your organization has any needed supplies, adjust time estimates accordingly. |
| Printing & assembly | Participant Materials (incl. trackers & reminder letters) | 6 hours | Participant materials must be printed, collated, and assembled in 3-ring binders with section dividers. Professional printing might save time, but could increase costs by \$15-20 per participant. |
| | Mail reminder/goals letters | 30 minutes | Participants will prepare stamped, self-addressed letters encouraging them to keep goals and attend next session. Someone from your organization must mail letters. |
| Implementation (per session) | Rehearse script <u>before each</u> session | 1.5 hours | Experienced facilitators may need less prep time before each session. |
| | Session reminder calls <u>before each</u> session | 1 hour | This will depend upon number of participants. |
| | Plan/prepare snacks for <u>each</u> session | 1.5 hours | Pre-packaged snacks may save time, but homemade snacks may decrease cost. |
| | Copy "Keep in touch" sheet <u>before</u> session 3 | 5 minutes | |
| | Print and fill out completion certificates <u>before</u> session 3 | 30 minutes | This will depend upon number of participants. |
| | Print participant evaluation forms <u>before</u> session 3 | 30 minutes | This will depend upon number of participants. |
| | Room setup/cleanup before and after each session | 1 hour | Plan to spend about 30 minutes on setup and cleanup before and after each class. Technology setup for the video component of the MOM workshop may vary by location. |
| | TOTAL (est.) | 26.5 hours | |