Facilitator moves

THE MAIN MOVE

"Can you give an example?" Ask for a specific hour this week that slipped away.

Then ask: **"What took it?"**

When the room needs help

- **Silence.** Wait ten seconds. Ask, "Where did your last free hour go?"
- **Dominating.** "Let's hear from someone who hasn't spoken and wants to."
- **Productivity talk.** "Is the goal more output, or a better life?"
- **Guilt.** "Seneca's point isn't blame. What would you choose?"
- **Didn't read it.** "Listen for one line to take home."
- **Giving advice.** "What has helped you?"

PROTECT THE TIME

Give each question about eight minutes and start the practice by minute 65. If time is short, skip the reveal. Begin the close by minute 80 and finish at 90.

When asked for your view

Offer it briefly: "Here's my tentative view. What would make you doubt it?" Keep the question open.

Notes and follow-up

Key texts: Seneca, *Letters* 1; *On the Shortness of Life*.

Seneca on Saving Time

Where does your time actually go?

Today reads Seneca's first letter, "On Saving Time," a good start for a group that wants to read Seneca together.

THE MEETING

Date: _____ **Place:** _____

90 minutes of discussion · Reading Together

Before you begin

Silence your phone, set a quiet timer, and keep this guide open. Have the reading ready on a phone or printout, and a pen for your own notes.

Open (10 minutes)

Welcome. Challenge ideas, give reasons, and share the floor. Passing is always fine, and a made-up example works as well as a personal one. If the group met last month, invite one brief report on the practice.

Ask the whole group: **"Where did your time go yesterday?"** A sentence each; no judgment.

Read (10 minutes)

READ ALOUD · SENECA, LETTERS 1

Read the passage aloud from the linked text or the QR code. Most of our time is taken from us, stolen, or simply slips away. Seneca urges Lucilius to hold on to every hour.

Letters 1

Ask: **"Which line rings truest?"** Then move to the discussion.

Open · 10 min	Read · 10 min	Discuss · 45 min	Practice · 15 min	Close · 10 min
Welcome; where time went	Key passages aloud	Questions 1–5	Claim an hour	One takeaway each

Discuss

1. Seneca says time is taken, stolen, or slips away. Which is most true for you?

Probe: Who or what takes it?

2. He says we are dying every day. What changes if you take that seriously?

Probe: Is that thought freeing or frightening?

3. Is being busy a problem, or a badge of honor?

Probe: What does busyness protect us from?

4. What would "holding every hour" look like in your week?

Probe: What would you give up?

5. If the group read one letter a month, what theme would you want next?

Probe: Why that one?

GOING DEEPER · IF THE ROOM IS READY

Seneca was wealthy and powerful when he wrote this. Is his advice easier to follow with money?

Practice: claim an hour

Start with this case, or use a volunteer's example if one is ready. A free hour arrives: no meetings, no chores. Twenty minutes later you're still checking messages, and you're not sure how it happened.

Work through the steps aloud. Take two or three answers at each step.

1. **Decide.** Before the hour begins, what is it for?
2. **Notice.** Where did my attention actually go?
3. **Reclaim.** What one change would protect the next hour?

IF TIME ALLOWS · THE REVEAL

A friend calls during your claimed hour, upset.

Probe: Is answering a loss of time, or a good use of it?

Seneca isn't against rest or friendship; he's against time that slips away unchosen.

Close

Return to the opening: **"Where does your time actually go?"** Take one or two answers. Invite each person to choose one occasion to try the practice; anyone may pass.

UNTIL NEXT TIME · CLAIM AN HOUR

Once a day, before an hour begins, decide what it's for.

Thank members, confirm the next meeting, and finish on time. Announce the next meeting's topic and its opening question.

After the meeting: send a short recap through your group's usual channel with one or two observations and the practice.