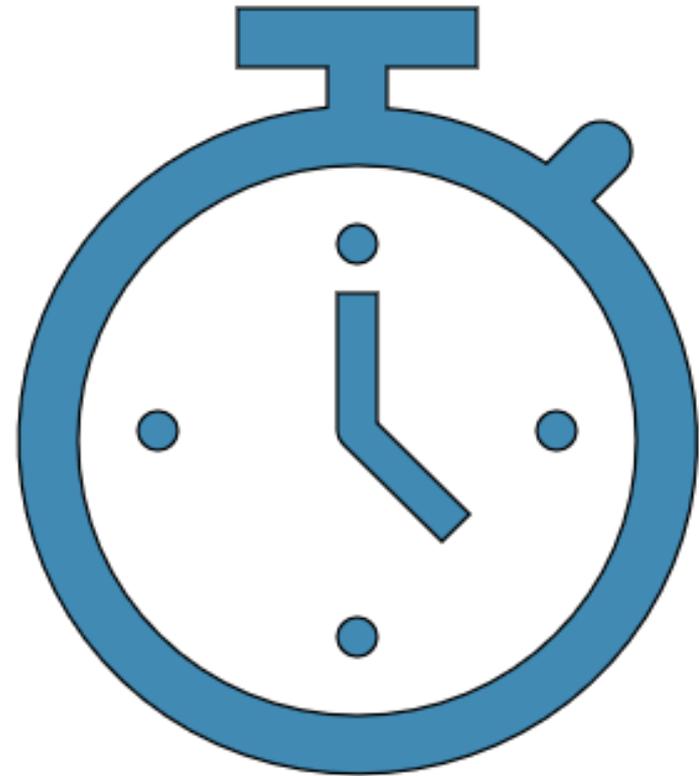


TIME MANAGEMENT AS SELF-CARE



Terri Patterson H&V HQ Director of
Chapter Support, FL3 Core Management Team

Alyson Ward M.S., IA, CHES





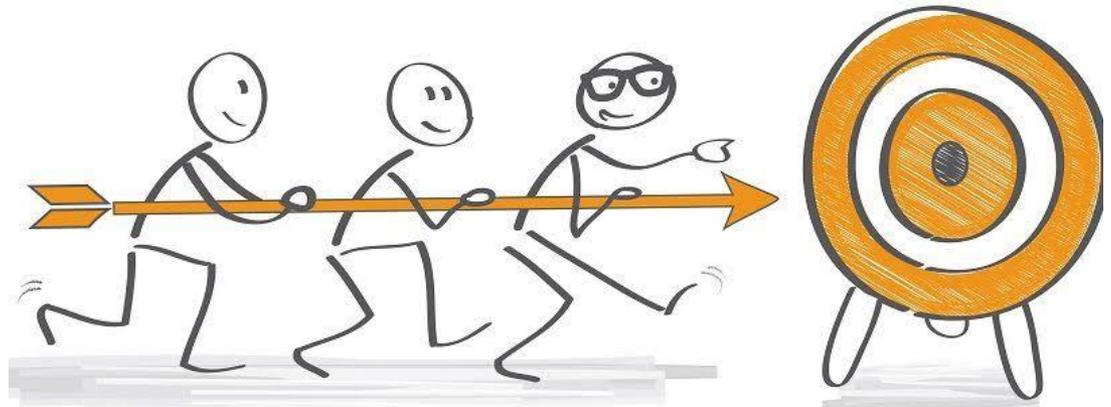
Come ready to
participate in a few
activities

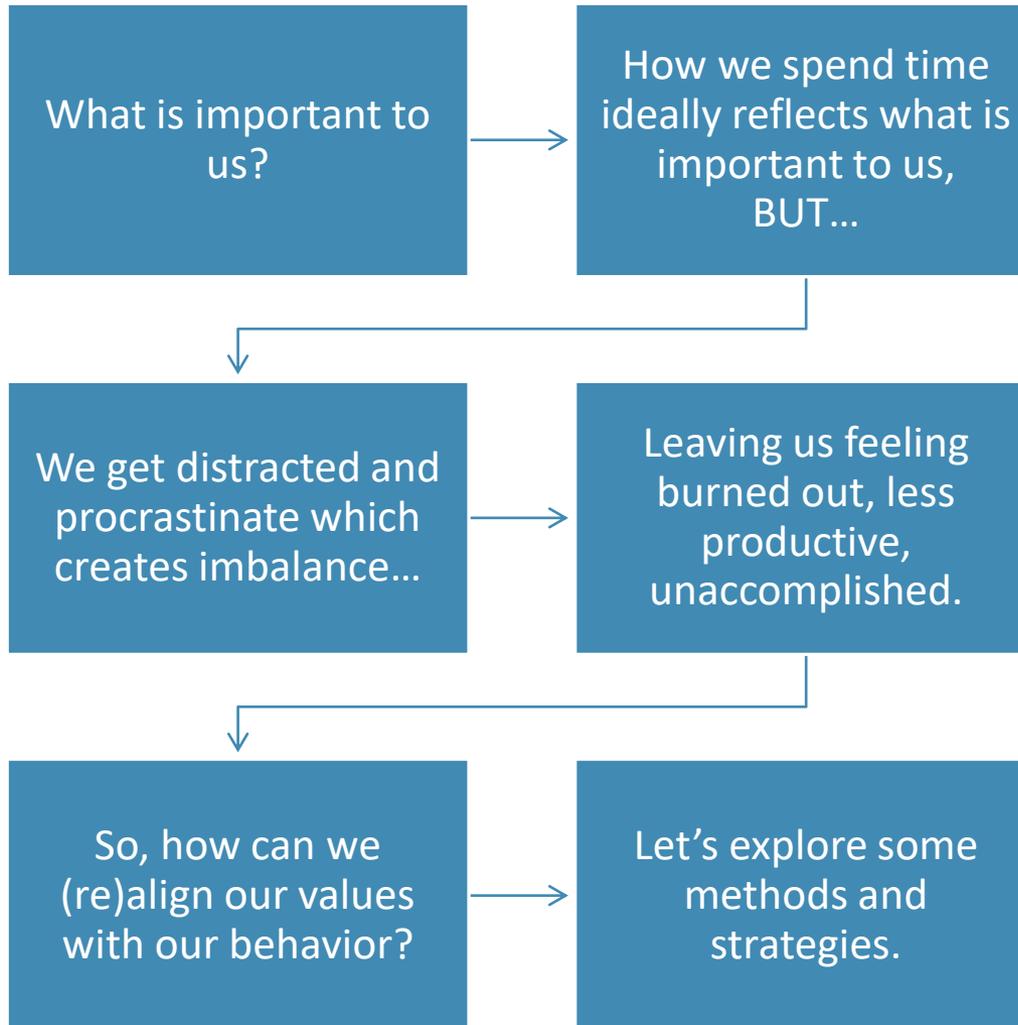
Have a pen and paper
handy

FIRST...A FEW REQUESTS

OBJECTIVES

- Explore how time management impacts your well-being and personal/family/work balance.
- Learn a variety of easy to implement time management strategies to increase personal and work productivity and improve your well-being.



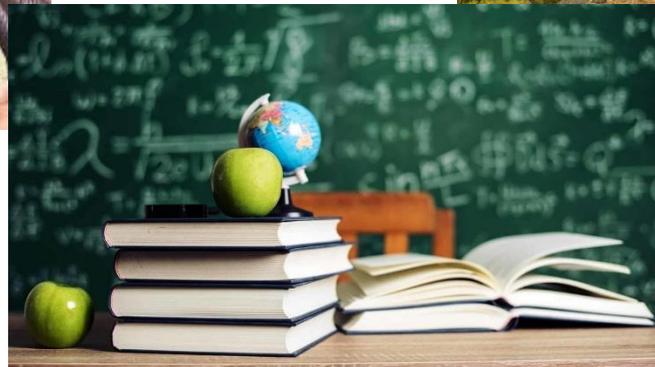


TODAY'S TIME MANAGEMENT PLAN:

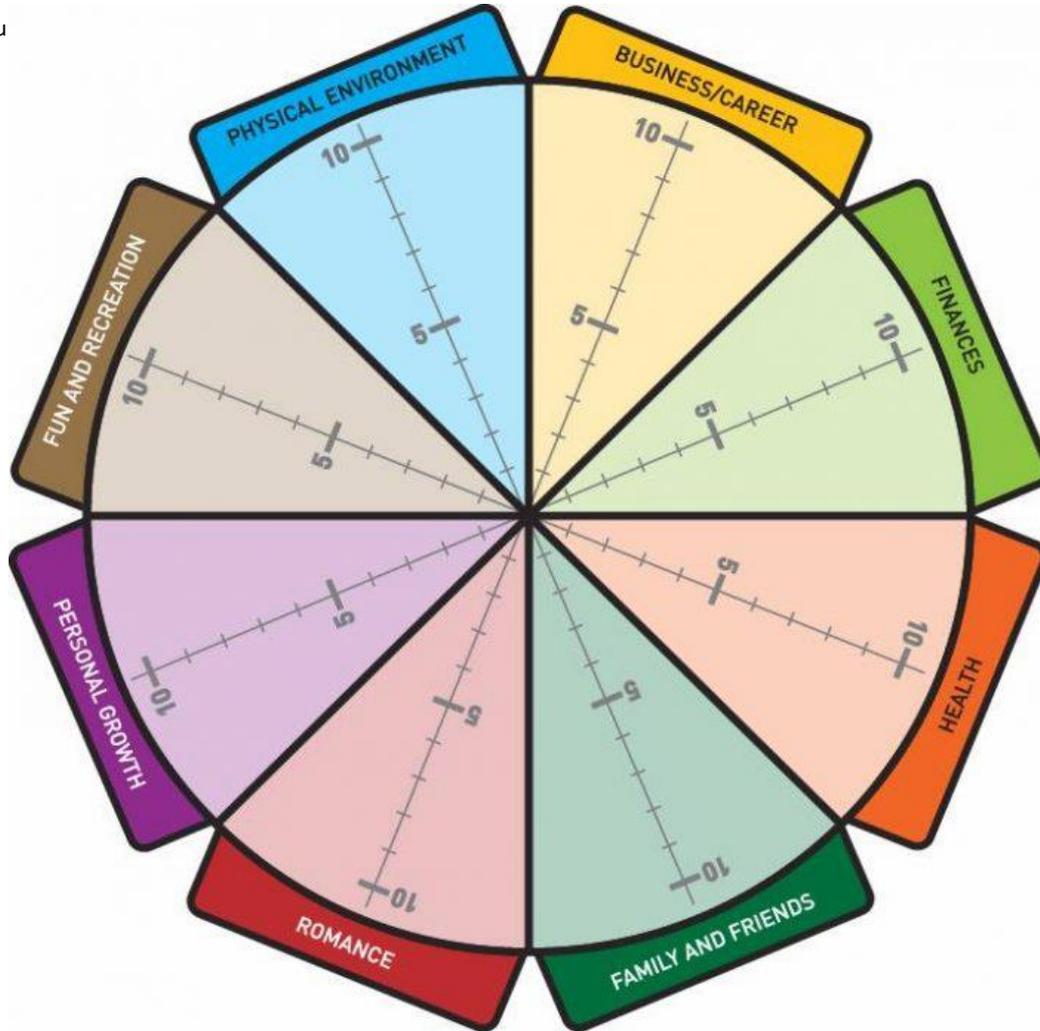
ACTIVITY:

List at least **3** things that you value or that bring you joy or satisfaction?

Be specific.



The Wheel of Life*



Physical Environment

- Are you comfy in the home you live in?
- Do you have a clean and tidy environment?
- Do you have a good community?

Fun & Recreation

- Are you enjoying life and making it fun?
- Are you satisfied with the level of activity that you do?
- Do you socialize often?

Personal Growth

- How focused are you on Personal Growth?
- Do you read often?
- Are you trying new experiences and thriving to learn?
- Are you satisfied with your direction in life?

Romance

- Do you feel love?
- How often are you expressing love to others?

Business/Career

- Are you where you want to be by now?
- Is your career heading in the right direction?
- Are you satisfied with the kind of work you do?

Finances

- Are you comfortable with what you're earning to satisfy your needs?
- Are you financially set up for future growth in wealth?

Health

- How physically healthy are you?
- Are you satisfied with your level of fitness?
- Are you satisfied with your diet?
- Are you socializing often?

Family & Friends

- Is your family supportive of you?
- Are your friends supportive of you?
- Are you socializing often?
- Are you supportive of your family and friends?

BUT... WHAT
HAPPENS?



DISTRACTIONS



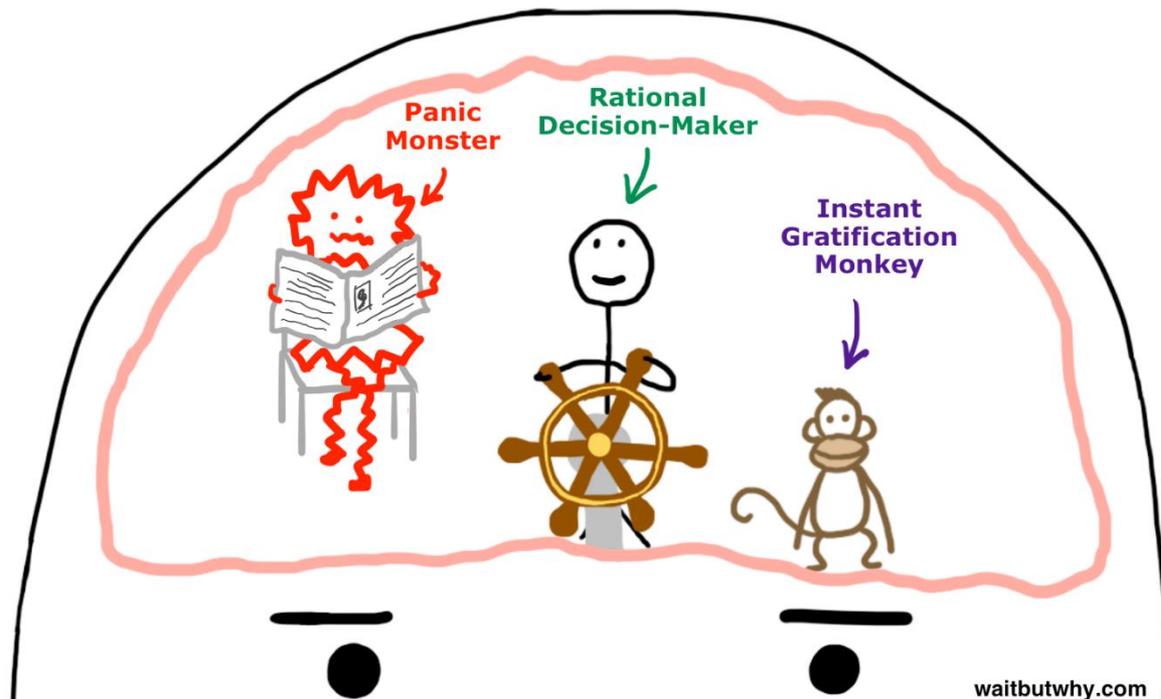
PROCRASTINATION



WASTING TIME

ACTIVITY:

List **5** things that are your biggest distractions, time wasters, or procrastination monkeys?



Burned out

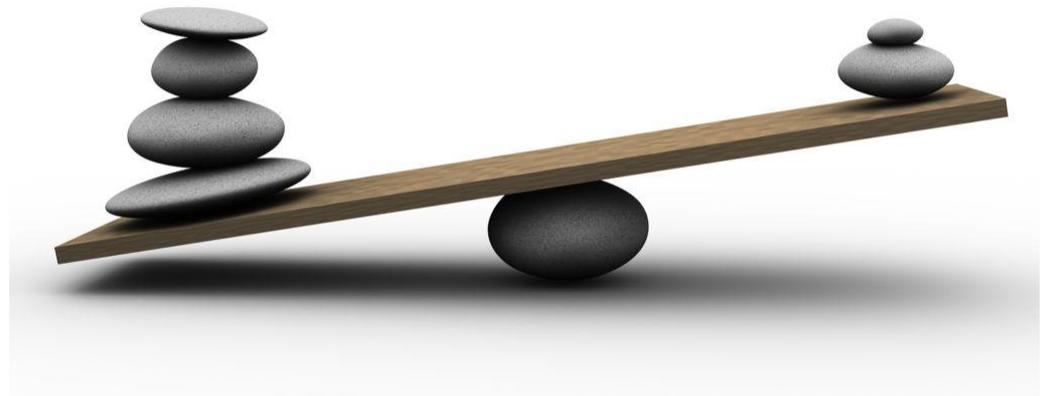
Less productive

Undervalued

Unaccomplished

Exhausted

And many more obnoxious outcomes



AND WE END UP FEELING...

A close-up photograph of a squirrel standing on its hind legs, with its front paws raised and its head tilted upwards. The squirrel has reddish-brown fur on its back and white fur on its belly. The background is a blurred green, suggesting a forest or park setting. A dark grey horizontal bar is visible at the top of the image.

**ENTER TIME
MANAGEMENT**

Time management means learning to plan your time effectively and realistically so you can take the breaks you need, end your workdays on time and leave work stress at work.

This is Self-Care!





METH.OD *NOUN*

**A FORM OR PROCEDURE FOR ACCOMPLISHING OR
APPROACHING SOMETHING SYSTEMATICALLY**

“WHAT IS IMPORTANT IS SELDOM URGENT AND WHAT IS URGENT IS SELDOM IMPORTANT” -DWIGHT EISENHOWER

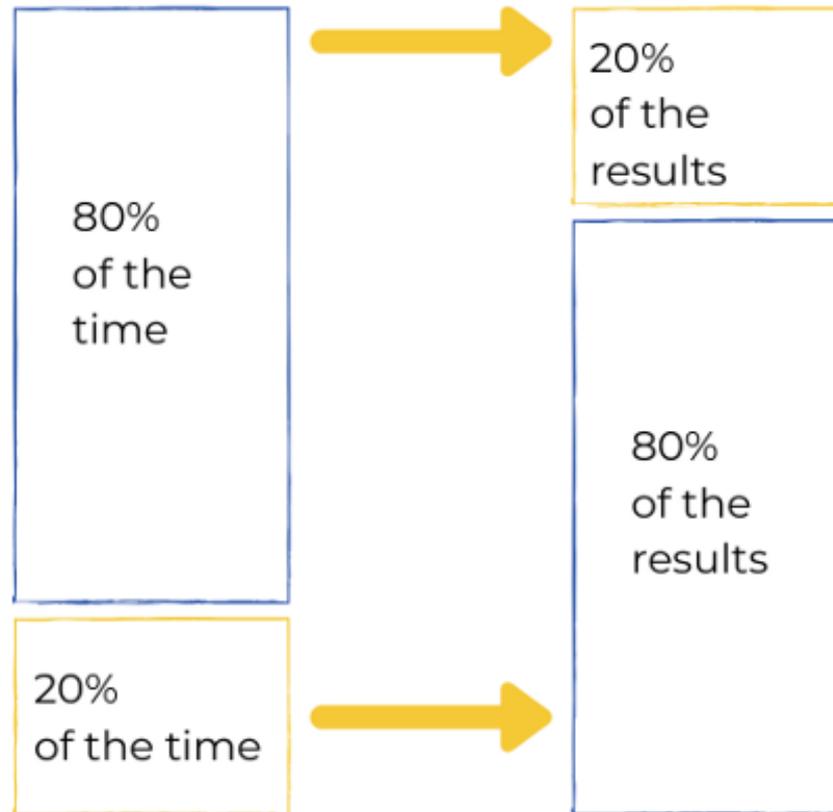
Eisenhower Matrix

	URGENT	NOT URGENT
IMPORTANT	<p>DO <i>Do it now.</i></p> <p>Write the report today.</p>	<p>DECIDE <i>Schedule a time to do it.</i></p> <p>Exercise. Call your family/friends. Research.</p>
NOT IMPORTANT	<p>DELIGATE <i>Who can do it for you?</i></p> <p>Scheduling meetings. Booking flights. Proof reading and editing. Answering certain emails.</p>	<p>DELETE <i>Eliminate it.</i></p> <p>Watching television. Checking social media. Sorting through junk email.</p>

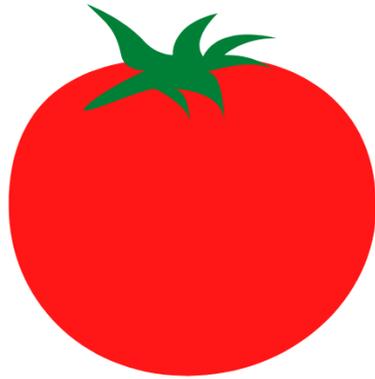
ABC METHOD

A — Must do	B — Should do	C — Nice to do
<ul style="list-style-type: none">• high importance/ value• typically not delegable• 60% of your working time	<ul style="list-style-type: none">• average importance• potentially delegable• 25% of your working time	<ul style="list-style-type: none">• lowest added value• devour or even waste your time• max of 15% of your working day

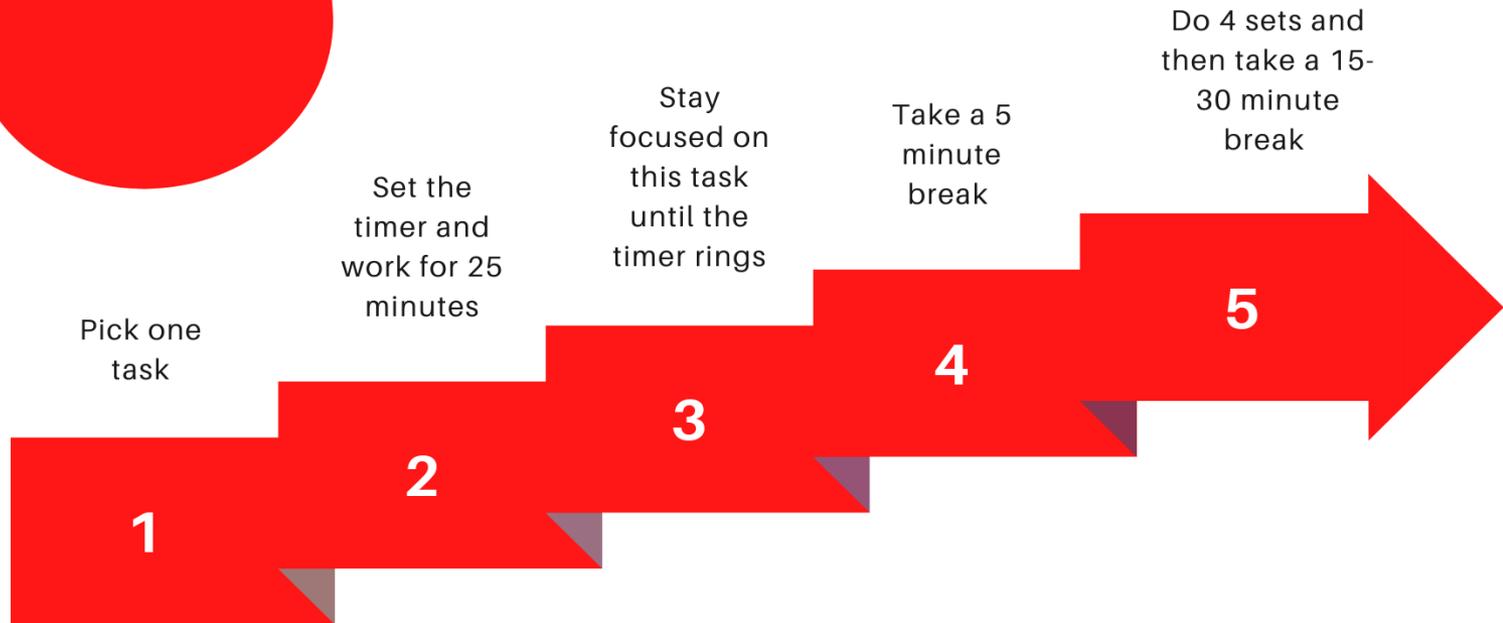
PARETO PRINCIPLE (ALSO KNOWN AS THE 80/20 RULE)



THE POMODORO-TECHNIQUE



Increase Your Productivity with THE POMODORO TECHNIQUE



S T R A T E G Y

STRAT.E.GY *NOUN*

HOW THE END GOAL WILL BE ACHIEVED.
A SERIES OF MANEUVERS FOR OBTAINING
A SPECIFIC GOAL OR RESULT.

CHANGE YOUR ENVIRONMENT

- Stage your physical environment
 - Declutter
 - Configure
 - Incorporate nature
 - Have tools you need accessible
- Workstation popcorn
- Location boxing
- Manage notifications!
- Reset. Go for a walk.

the
HOW

SCHEDULING

- Schedule your deep or hard work around your highest energy levels
- Work in short 30-minute bursts followed by a 5-minute break
- Do-not-disturb time slots
- Email triage: 2-minute rule
- Calendar chunking
- Schedule personal time





STOP MULTI-TASKING...
SERIOUSLY



NOT ALL LISTS
ARE CREATED
EQUAL



TIME-BLOCKING



BUILD IN
REWARDS



MINDFUL
MEETINGS



STRATEGIC
LAZINESS

MAINTAINING FOCUS

PRIORITIZATION AND ADAPTATION

- Say no (sometimes)
- Base tasks on their urgency and importance; start with urgent and important
- Tasking immediately after assignment
- Habit stack- tie your time management to everyday habits
- Create best/worst case scenario contingency plans



“

**DREAMING,
AFTER ALL, IS A
FORM OF
PLANNING.**

”

– GLORIA STEINEM

WHAT NOW?



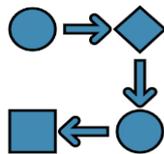
Attending this webinar and looking at these strategies are **SIMPLY NOT ENOUGH**



WRITE 1 GOAL you will achieve to help restore balance and enhance your areas of need

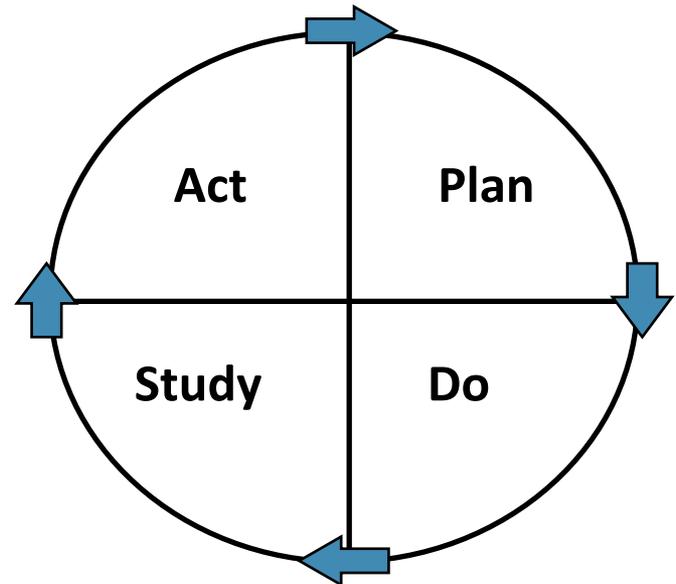


Set a **DEADLINE**



Frequently **REVISIT** what's important to you and **RE-EVALUATE** if the methods and strategies you've tested are working

The PDSA Cycle



RESOURCES AND REFERENCES

The Value of 'Deep Work' in An Age of Distraction (37minutes)
<https://www.npr.org/2017/07/25/539092670/you-2-0-the-value-of-deep-work-in-an-age-of-distraction>

Woop, There it is! (21 minutes)
<https://www.npr.org/2017/08/14/542426391/you-2-0-woop-there-it-is>

In the Mind of a Master Procrastinator(14 minutes)
<https://www.youtube.com/watch?v=arj7oStGlkU>

Wheel of Life- A Self-Assessment Tool
<https://www.startofhappiness.com/wheel-of-life-a-self-assessment-tool/>

16 Ultimate Skills You Need to Boost Your Productivity
https://www.getsupporti.com/post/boost-your-productivity?gclid=Cj0KCQjwit_8BRCoARIsAlx3Rj4Y6od8aV1UypDiAUWkot6i8jVbktJygOt21eI5IPbz6TBjFeWDPkYaAn2eEALw_wcB

Want To Get More Done? Try Taking More Breaks
<https://www.forbes.com/sites/kevinkruse/2017/02/06/want-to-get-more-done-try-taking-more-breaks/?sh=283617c76db4>

6 Easy, Yet Incredibly Effective Time Management Strategies
<https://medium.com/swlh/the-6-easiest-and-most-effective-time-management-strategies-3e089a545eb>

QUESTIONS?

NOTE: This webinar has been recorded and will be posted on the Hands & Voices FL3 website here:
<https://handsandvoices.org/fl3/resources/trainings-webinars.html>

"What are you willing to give up in order to have the life you keep saying you want?"
a wise older woman once said to me.
I said, "You're right — I really need to start learning how to say no to things I don't want to do." She corrected me,
"No, it's much harder than that. You need to learn how to start saying no to things you DO want to do, with the recognition that you have only one life, and you don't have the time and energy for everything."

ELIZABETH GILBERT

