TIME MANAGEMENT AS SELF-CARE

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FIRST...A FEW REQUESTS

Come ready to participate in a few activities

Have a pen and paper handy
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.
What is important to us?

How we spend time ideally reflects what is important to us, BUT...

We get distracted and procrastinate which creates imbalance...

Leaving us feeling burned out, less productive, unaccomplished.

So, how can we (re)align our values with our behavior?

Let’s explore some methods and strategies.
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?

**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?

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www.startofhappiness.com
BUT... WHAT HAPPENS?

DISTRACTIONS

PROCRASTINATION

WASTING TIME
ACTIVITY:

List 5 things that are your biggest distractions, time wasters, or procrastination monkeys?
And we end up feeling...

Burned out
Less productive
Undervalued
Unaccomplished
Exhausted
And many more obnoxious outcomes
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!
METHOD

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

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

<table>
<thead>
<tr>
<th>A — Must do</th>
<th>B — Should do</th>
<th>C — Nice to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>• high importance/value</td>
<td>• average importance</td>
<td>• lowest added value</td>
</tr>
<tr>
<td>• typically not delegable</td>
<td>• potentially delegable</td>
<td>• devour or even waste your time</td>
</tr>
<tr>
<td>• 60% of your working time</td>
<td>• 25% of your working time</td>
<td>• max of 15% of your working day</td>
</tr>
</tbody>
</table>
PARETO PRINCIPLE
(ALSO KNOWN AS THE 80/20 RULE)

80% of the time → 20% of the results

20% of the time → 80% of the results
THE POMODORO-TECHNIQUE

Increase Your Productivity with
THE POMODORO TECHNIQUE

1. Pick one task
2. Set the timer and work for 25 minutes
3. Stay focused on this task until the timer rings
4. Take a 5 minute break
5. Do 4 sets and then take a 15-30 minute break

www.theauthenticpath.com
STRATEGY

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.
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
MAINTAINING FOCUS

STOP MULTI-TASKING… SERIOUSLY

NOT ALL LISTS ARE CREATED EQUAL

TIME-BLOCKING

BUILD IN REWARDS

MINDFUL MEETINGS

STRATEGIC LAZINESS
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

Act

Plan

Study

Do

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The Value of ‘Deep Work’ in An Age of Distraction (37 minutes)

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

16 Ultimate Skills You Need to Boost Your Productivity
https://www.getsupporti.com/post/boost-your-productivity?gclid=Cj0KCQjwit_8BRCoARIaAIx3Rj4Y6od8aV1UYpDiAUVKot6i8jVbktJygOt21el5IPbz6TbjFeWDPkYaAn2eEALw_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
"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

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