



Participant Guide

Make the Most of Your Time. Tips for Time Management

"Lost time is never found again"
— Benjamin Franklin





Agenda

- Importance of good time management skills
- Evaluate how you're spending your time
- Time management tips
- Dealing with digital clutter
- Time management apps

Time Management Defined

- The process of organizing & planning how to divide your time between specific activities
- Good time management enables you to work smarter, not harder





Time Management Defined, cont.

Divide your time between specific activities:

- Social life
- Family life
- Work life
- Personal interests
- Self care & maintenance

Where do you lose time?

- | | |
|--|------------------------------------|
| • Social Media | • Interruptions |
| • Shopping, browsing, surfing the web | • Difficulty prioritizing |
| • Talking, texting, socializing, gossiping | • Being disorganized |
| • Procrastinating | • Lack of preparation and/or goals |
| • Feeling stuck in indecision | • Too many meetings |
| • Eating | • Crisis management |
| • Watching TV | • Inefficient systems |
| | • Waiting for other people |

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Become Aware of Losing Time

Notice when you:

- ... shift attention away from the task at hand*
- ... reach for your phone*
- ... toggle from work to the internet*
- ... get up from your chair*
- ... feel a spike of anxiety/fear at an email*
- ... immediately avoid or put something off*

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Benefits

Valuable Outcomes

- Greater productivity & efficiency
- Less stress and anxiety
- Opportunity to achieve life & career goals
- Find more balance

Undesirable Outcomes

- Missed deadlines
- Poor work quality
- Higher stress & anxiety levels
- Feeling unbalanced

ACTIVITY

Write numbers 1-20 on a blank piece of paper. Write the number from rating scale that indicates frequency with which you do each activity.

Rating Scale:
 0 = Never
 1 = Seldom
 2 = Sometimes
 3 = Often
 4 = Always

1. I prioritize tasks I have to complete
2. I arrive to work on time
3. My work area is organized, and I can easily access material needed to do my job
4. I tackle difficult tasks without procrastinating
5. I concentrate on one important task at a time
6. I prepare a daily or weekly "to do" list

ACTIVITY, cont.

Rating Scale:
 0 = Never
 1 = Seldom
 2 = Sometimes
 3 = Often
 4 = Always

7. I divide large projects into smaller tasks
8. I meet deadlines without rushing or requesting an extension
9. I do important tasks when I'm most energetic
10. I limit interruptions from distracting me
11. I avoid spending too much time on trivial matters
12. I avoid overcommitment and can easily say no
13. I set deadlines for myself
14. I use my downtime productively

ACTIVITY, cont.

Rating Scale:

0 = Never
1 = Seldom
2 = Sometimes
3 = Often
4 = Always

15. Each day I know what I want to accomplish

16. I have clearly defined long-term objectives

17. I schedule time for personal needs & self-care

18. I find ways to use my time more efficiently

19. I rarely need to stay late or take work home

20. I am satisfied with the way I use my time

Scoring Guide

Total your points for the boxes you checked:

Total points _____

A score of:

- **54 or higher** – reflects good time management skills
- **46 - 53** – reflects average time management skills
- **36 - 45** – reflects time management skills could use some work
- **35 or below** – reflects ineffective time management skills

Questions to Ponder

What did you discover from doing this activity?

How do you feel about your discoveries?

If you continue using time in this way, are you likely to reach your goals. Why or why not?

What different choices can you make to use your time more effectively?



Time Management Tips

1. Use a calendar, planner, or other tool to keep important dates organized in one place
2. Write in everything you know about NOW
3. Start tomorrow at the end of today
4. Prioritize tasks that must be completed
5. Plan your week ahead of time
6. Break large tasks into smaller tasks

- ### Time Management Tips, *cont.*
7. Know your Peak Energy time
 8. Reward yourself for tasks completed
 9. Identify consequences of NOT doing the task
 10. Remove or limit distractions
 11. Allow for flexibility
 12. Recognize and explore procrastination





Dealing with Digital Clutter

- If you don't use it, lose it
- Tame your inbox
- Trim social feeds
- Don't keep tabs

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Free Time Management Apps

Creating "to do" lists and prioritizing tasks

- nTask
- OneNote
- Todoist
- Any.do
- ToodleDo
- MS To Do

Increasing Productivity

- Productivity Challenge Timer
- Focus To-Do Pomodoro Timer & To Do List

Limiting Distractions

- SPACE: Break phone addiction
- Flipd

Resources

- MindTools. What Is Time Management? *Working Smarter to Enhance Productivity*. Retrieved from https://www.mindtools.com/pages/article/newHTE_00.htm
- Time Management Activity - derived from My Daily Schedule exercise from *Study Guides and Strategies*. Retrieved from <http://www.studygs.net/schedule/>
- Bailey, C. (July 2, 2019). A Life of Productivity. 3 Ways to Calculate Your Peak Energy Time of Day. Retrieved from <https://alifeofproductivity.com/3-ways-to-calculate-your-peak-energy-time-of-day/>
- Boogaard, K. (January 3, 2019). Trello. *What's Micro-productivity? The Small Habit That Will Lead You To Big Wins*. Retrieved from <https://blog.trello.com/micropductivity-break-tasks-into-smaller-steps>
- Gratiyas, M. *Work Productively. Live Fully*. Retried from <https://melissagratiyas.com/>
- Robbins, T. *Reward Yourself, Celebrate Each of Your Accomplishments*. Retrieved from <https://www.tonyrobbins.com/productivity-performance/reward-yourself/>
- MindTools. *How to Stop Procrastinating. Overcoming the Habit of Delaying Important Tasks*. Retrieved from https://www.mindtools.com/pages/article/newHTE_96.htm

Confidential Life Balance Solutions at No Cost To You

Counseling

Set of free face-to-face, phone, video or chat sessions per issue per 12 months

- Difficulty with relationships
- Emotional distress
- Job Stress
- Communication/conflict
- Substance use
- Grief

Parent Coaching

Set of 3 phone sessions per year

- Child development & behavior
- Social anxiety
- Excess screen time
- Supplemental to counseling

Family Care

Resources for all stages of life: Parenting & Childcare

- Childcare resources & referrals
- Parent coaching
- Tutors, mentors, programs for children with special needs
- Teens, college and beyond
- New Baby Kit

Adult Care Needs

- Meals-on-Wheels
- Alzheimer's education
- In-home, sub-acute, rehab care
- Free resource book

Legal & Financial

Legal Referrals

- Immigration
- Family law
- Estate planning
- Wills & trust

Financial Consultations

- Money management
- Debt consolidation
- Investment basics
- Income taxes

ID theft resolution

employees.concernhealth.com

800-344-4222



Benefits

Your employer cares about you as an employee and as a person who lives a life outside the workplace. We at Concern understand how balancing these roles can make your life a juggling act in:

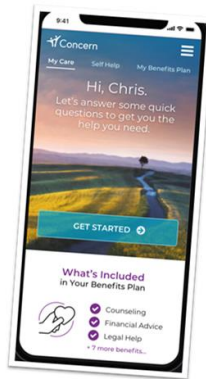
- Balancing work, home, and leisure
- Taking care of people who rely on you
- Dealing with the stress of modern life
- Handling loss and the unexpected

Call Concern's toll-free number if you feel overwhelmed by the stressors in life. 800-344-4222

Concern's Digital Platform

Your front-door for easy, confidential access to personalized support, anytime you need it

- Easy access on your computer or portable devices
- Create your personal dashboard
- Request services, select counselors
- Connect to mindfulness resources from eM Life



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Concern's Digital Platform

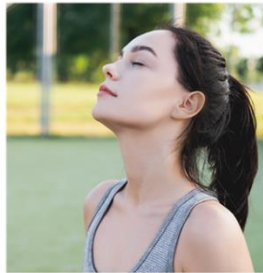
Accessible from your phone, tablet or computer. It is your front door to everything Concern has to offer. Your Personalized Dashboard.

It combines technology, counseling, and self-help tools with compassionate human interaction – all in one place.

eM Life App. Mindfulness for Everyday Living

Access via Digital Platform

- Evidence-based
- Designed for daily use
- Live and on-demand
- Personalized experience
- Expands prevention
- New skills



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Mindfulness for Everyday Living

You have access to eM Life – an entire suite of evidence-based live and on-demand mindfulness solutions.

- It can be accessed via the Concern Website: employees.concernhealth.com, or
- You can download and access via your mobile phone.

Thank you!

Questions? Comments?

Please complete the Survey Monkey
<https://www.surveymonkey.com/r/3VHDNPS>

