



Participant Guide

The Struggle is Real. Strategies for Time Management

What is Time Management?

Process of planning and exercising conscious control of time spent on specific activities, to increase **effectiveness, efficiency, productivity**

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Where do you lose time?

- Social Media
- Shopping, browsing, surfing the web
- Talking, texting, socializing, gossiping
- Procrastinating
- Feeling stuck in indecision
- Eating
- Watching TV
- Interruptions
- Difficulty prioritizing
- Being disorganized
- Lack of preparation and/or goals
- Too many meetings
- Crisis management
- 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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Additional Resources

- **Atomic Habits:** *An Easy and Proven Way to Build Good Habits and Break Bad Ones*, by James Clear
- **Digital Minimalism:** *Choosing a Focused Life in a Noisy World*, by Cal Newport
- **Getting Things Done:** *The Art of Stress-Free Productivity*, by David Allen
- **Tiny Habits:** *The Small Changes That Change Everything*, by BJ Fogg

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

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



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

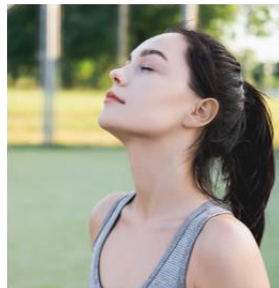
Accessible from your phone, tablet, or computer. It is your front door to everything Concern has to offer. Your Personalized Dashboard. It combines technology, counseling, and self-help tools with compassionate human interaction – all in one place.

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 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>

