

Participant Guide

The Struggle is Real. Strategies for Time Management



Overview

Meet your deadlines. Be on time for meetings. Stop procrastinating! Most of us can become overwhelmed when we have a lot to do – responsibilities at work, planning our kid's birthday party, and remembering all the details of daily life. In this webinar we will discuss realistic strategies for more effective time management. We'll review managing email clutter, the roots of procrastination, and keeping yourself motivated.



Agenda

- Understanding the concept of time management
- Examining the barriers to good time management
- Procrastination
- · Dealing with digital clutter
- Creating a plan for managing your time





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



Common Reasons for Procrastination

- Anxiety
- Habit
- · Fear of failure
- · Lack of confidence
- · Feeling stuck in indecision
- Perfectionism
- · Difficulty focusing

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Assess Yourself: Why do you procrastinate?



- You're afraid to be criticized?
- The task is unpleasant?
- ☐ You resent having to do it?
- ☐ You're afraid you won't do a good job?
- ☐ You just don't want to do it?
- ☐ You need help but aren't sure who to ask?
- ☐ The job/task feels too hard?
- ☐ You think someone else should be doing it?
- You think it will be fine to put it off until later?

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Overcome Procrastination

- Reframe the situation
- · Reward yourself
- Get questions answered
- Talk it through



Overcome Procrastination, cont.

- · Minimize distractions
- Forgive yourself for procrastinating
- · Act as you go







Also... Be on Time

- Don't check email/voicemail right before you leave.
- · Plan for delays
- · Get ready the night before
- Estimate how much time is needed
- Schedule events early
- Set reminders
- Use a countdown timer

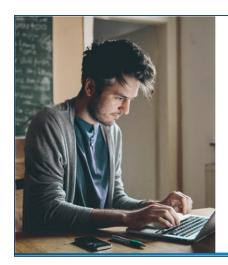
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Digital Clutter

- Is your desktop cluttered with files you don't use?
- Is your phone full of apps you don't use?
- Do you have lots of unread emails?







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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Organization Strategies

- Get organized. Find a strategy or method that works for YOU.
- Stay organized. Organization is like hygiene do it regularly.
- Be deliberate. Becoming organized is a skill we can learn.
- Expect to falter. If being organized isn't natural for you, expect setbacks, learn to keep going.

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Next Step: Create **Your** Time Management Plan

Remember the basics ...

- · Eat a good diet
- · Get enough sleep
- Get regular exercise
- · Socialize with friends/family
- Do things you enjoy



Creating **Your** Time Management Plan, cont.

Focus your energy

- · Get organized
- · Delegate when possible
- · Use your calendar
- Make Lists
- · Break tasks into small pieces



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Summary

- Understand where you lose time
- Become aware of when you veer off course
- · Reframe fear/anxiety
- · Be on time
- · Deal with digital clutter
- Improve any areas of basic self-care that need help

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"Better three hours too soon than one minute too late."

- William Shakespeare





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 freeface-to-face, phone video or chatsessions 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 yearChild development & behavior
- Social anxiety
- Excess screen time
- Supplemental to counseling

Family Care

Resources for all stages of life: Parenting & Childcare

- · Childcare resources & referrals
- Parent coachina
- 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

- ImmigrationFamily law
- Estate planning
- Wills & trust

Financial Consultations

- Money management
- Debt consolidation
- Investment basics
 Income taxes

ID theft resolution

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-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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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



