TIME MANAGEMENT: MANAGE THE CLOCK AND TA STRESS

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Welcome and Introduction

OBJECTIVES

☐ Briefly review the need for time management.
☐ Discuss different roles/tasks we have in life.
☐ Discover how to better budget your time.
☐ Learn tools to improve time management skills.
☐ Share some tips to help reduce TA stress.

Do you often feel like this?

Why Practice Time Management?

➢ Increase productivity to achieve goals.
➢ Decrease and manage stress.
➢ Gain better balance in life.
➢ Have more time for yourself.
Time Management Challenge

- Managing your time.
- Managing multiple tasks.
- Managing multiple roles.
- Managing you.

Time management will **NOT** solve all your problems, but it can help make life less stressful and more manageable.

Why Manage our Stress?

- Managing stress can:
  - Cause less anxiety.
  - Ease feelings of tiredness or “burnout”.
  - Eliminate headaches, stomach, or other stress-related ailments.
  - Reduce feelings of ill-ease.

Time / Stress Management Tips

1. Review Your Roles and Tasks

- Son or Daughter
- Mother, Father, Adoptive, or step-parent
- Boy/girlfriend, fiancé, husband, wife, or partner
- Student
- Friend
- Co-worker
- Roommate
- Other roles???

Tasks We Have in Life

- Going to class / work daily
- Family (significant others, children, parents, etc…)
- Chores for apartment life & the tasks necessary for living:
  - Cooking meals
  - Shopping
  - Cleaning living space
  - Cars and/or transportation issues
  - Financial matters
  - Errands, duties, and other matters
  - Other tasks???

Understand “You”

- Know yourself.
- Know your work style.
- Know your habits.
- Acknowledge your responsibilities.
- Recognize and confront your problem behaviors.
2. Learn to Budget Your Time

Figure out how much time you spend working on different activities over the course of your week.

Budgeting Your Time

One week = 168 hours
Sleep (5 hours x 7 days) = 35 hours/wk.
Time left = 133 hours/wk.
Work = ???
Projects = ???
Family/friends = ???
Personal Interests = ???
Fun = ???

Activities

“Time Chart”
Handout

3. Find Your Productive Time

Determine your most productive time of the day.

Activities

“My Time Management Habits”
Worksheet
4. Use Your Time Managements Tools

Determine what tools you can use which will best help you manage your time.

Tools to Track Your Time

- Calendars (work/personal, or paper)
- Printed schedules
- Planners or Post-It Notes
- To-do lists
- Electronic (apps, software, etc.)
- Project tracking tools

Additional Time Management Tools

Free Tools
- Planner (Office 365)
- Trello
- Weekis
- GQueues*
- Doris
- Todoist*

Fee Based Tools
- Omni Focus
- Any.do
- Rescue Time (charted time)
- Remember the Milk
- My Life Organized

Activity

Create Your Master Schedule

List your “Fixed Commitments” – tasks or activities done at the same time every day:

- Actual time spent at work each day
- Any volunteer or evening regular activities with family
- Religious practices
- Extra-curricular activities which occur regularly

Creating Your Master Schedule: Routine Tasks

Block out times for “Routine Tasks”:
- Time for sleep
- Travel to and from job
- Meal preparation, eating, and cleanup
- Personal care / Exercise / “Me time”
- Household chores
- Family time
- Pets
- Other tasks???

Creating Your Master Schedule: Special Dates and Deadlines

Be mindful of special dates and deadlines:
- Important dates (holidays, vacations, etc.).
- Routine deadlines (i.e. monthly report).
- Other people’s dates and deadlines.
5. Don’t Be Afraid to Say “No”

Do not be afraid to say ‘no’ to those “non-essential” things which may distract you from completing your tasks.

6. Don’t Get Sidetracked

- If you find yourself daydreaming or losing focus on your task, take a break to clear your mind.
- Then re-examine your tasks to get back on track.

7. Let Go of Perfectionism

- Don’t set unrealistic expectations for yourself.
- Pursue excellence, not perfection.
- Don’t stress over what is beyond your control.
- Instead, set up realistic / attainable goals.

8. Beat Procrastination

- Do the hardest task first. Reward self.
- Figure out why you may be avoiding a task.
- Help beat procrastination by limiting outside distractions.
9. Prevent Burnout

- Plan time for YOU everyday!
- Understand that what you are feeling is normal.
- Have a life outside of work and classes.
- Still feel overwhelmed, use your campus resources.

10. Remember Your Health & Wellness

- Sleep
- Exercise
- Breaks
- Regular meals
- Vary physical routines
- Breathe
- Stress management

Remember…

- Know your goals for work and personal life.
- Understand threats to time management.
- Deal with procrastination.
- Use your most productive times effectively.
- Figure out habits and routines that work for you.
- Remember your tips to handle stress.

Post-Workshop Activity

Develop Your Personal Plan of Action

Questions?
For more information:

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