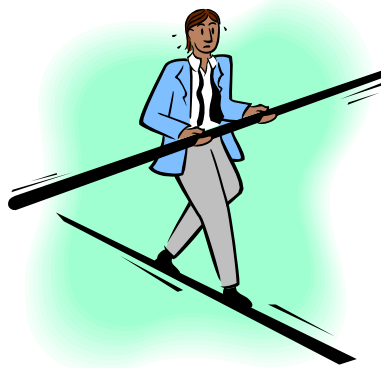




Finding Balance through Time Management



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Today's Objectives



- Importance
- Overall Concept
- Misconceptions
- Contributing Factors
- Rocks of Life
- Balance Wheel
- Goals & Priorities
- Mindful Time Management
- Procrastination

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Why is time management important?

- Increased Empowerment
- Decreased Stress
- Improve Health
- Improve Personal Effectiveness
- More Time for Rest and Relaxation
- Achieve Goals
- *Better Quality of Life*

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Exploring the Concept



- Traditional
- Scheduling
- Efficiency
- Shortcuts / Quick Fixes
- Law of the Farm

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Exploring the Concept



- Broader Focus
- Direction vs. Speed
- Personal Leadership
- Proactive vs. Reactive
- Mindful approach
- Quality of Life

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Common Misconceptions

- “I need more time!”
- Work life balance = always having work life balance
- “I can do that later.”
- “I’m too busy to do that now.”
- “I just need to work harder & faster.”

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Contributing Factors

- External Factors
 - Global Economy
 - Technology
 - Unplanned / unexpected items
 - Caring for generations

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Contributing Factors

- Internal Factors
 - Lack of training
 - No motivation
 - Fear of change
 - Personal style
 - Worry
 - Guilt
 - Self expectations

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Rocks of Life



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Balance Wheel Tool

- Fill in roles / important activities
- Rate time spent
- Add ideal markers
- Where are the discrepancies?

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Goals & Priorities



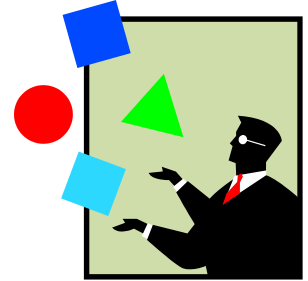
- Roles / Hats as a guide
- Are your priorities what you want them to be or what you think they *should* be?
- Begin with the End in Mind
- Create authentic goals

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Goals & Priorities



- Do your tasks support your goals?
- Organize around Strengths
- To-Do List
 - Salami Approach
 - Worst First

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Mindful Time Management

- Attention shifts to present moment
- Use deep, controlled breathing to come to a centered place
- Allow perception to clear
- Reserve judgment
- Moving away from worry
 - Is worry helpful?
 - What matters now?
- Practice increases effectiveness

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Which Zone are You In?

Urgent

Not Urgent

Important

Reactive Zone
*Emergency, Angry
Customer*

Proactive Zone
*Relationship Building,
Strategizing, Training*

Not Important

Distracted Zone
*Email & Phone
interruptions*

Wasteful Zone
*Useless Chatter, Busy
Work*

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Time Management or Attention Management?

- Integrating a mindful approach
- Effortlessly noticing what is true for you in the moment
- Ask yourself what you ought to be doing *right now*
- Make a small promise to yourself and keep the promise

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Setting Boundaries

- Reclaiming our time and our lives!
- Honesty with self around limits.
- Communicating limitations to others.
 - Increases trust in self and others.
- Difficulty with saying “No”?
- Rescuing others?

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Procrastination

- Cycle
- Take action upon awareness
- Seek out the cause
- Work in increments
- Combine unfavorable with favorable
- Momentum - Covey's Tool

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Use the EAP



- Concerns with Focus
- Compelled to Work
 - Exhilaration / Adrenaline
- Rigid Routines
- Assertiveness & Communication Skills
- Feeling Overwhelmed with Stress

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Resources



- Steven Covey Series
- Harvard Business Essentials: Time Management
- Time Trap - MacKenzie
- Getting Things Done - Bliss
- Time Management for Unmanageable People - McGee

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