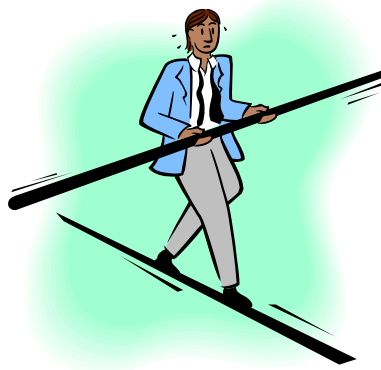




# Finding Balance through Time Management



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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



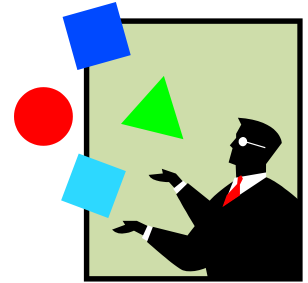
- Roles / Hats as a guide
- Are your priorities what you want them to be or what you think they *should* be?
- Begin with the End in Mind
- Create authentic goals

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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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