

Making the Most of Your Working Day

Trainer: Judith Nussbaum



What to expect

Welcome/Learning points

What is time management?

Procrastination and perfectionism

Seven strategies for prioritization

- How to classify tasks
- How to negotiate
- How to minimize distractions

Make time for yourself

Make your action plan

About professional support

Closing

What is time management?

Time management =
an ongoing process
of prioritizing tasks
based on importance and urgency
to achieve efficiency



Procrastination and perfectionism



Procrastination and perfectionism

Why do we procrastinate?

- Laziness
- Distractions
- Fear of failure (perfectionism)
- Task is unpleasant or unimportant
- Lacking knowledge/training to do the task
- Task is overwhelming; don't know where to start

Procrastination and perfectionism

How to avoid procrastination

- Tackle the most challenging task before moving on.
- Set deadlines in smaller increments of times: days, weeks, months.
- Focus on one thing at a time to minimize sense of being overwhelmed.
- Break a large project into small, achievable tasks. Create a list based on tasks.
- Ultimately, reward yourself and/or create incentives to the group for staying on task, on deadline.

Seven strategies for prioritization

1. Get organized.

2. Classify tasks.

3. Be realistic.

4. Delegate.

5. Say no and negotiate.

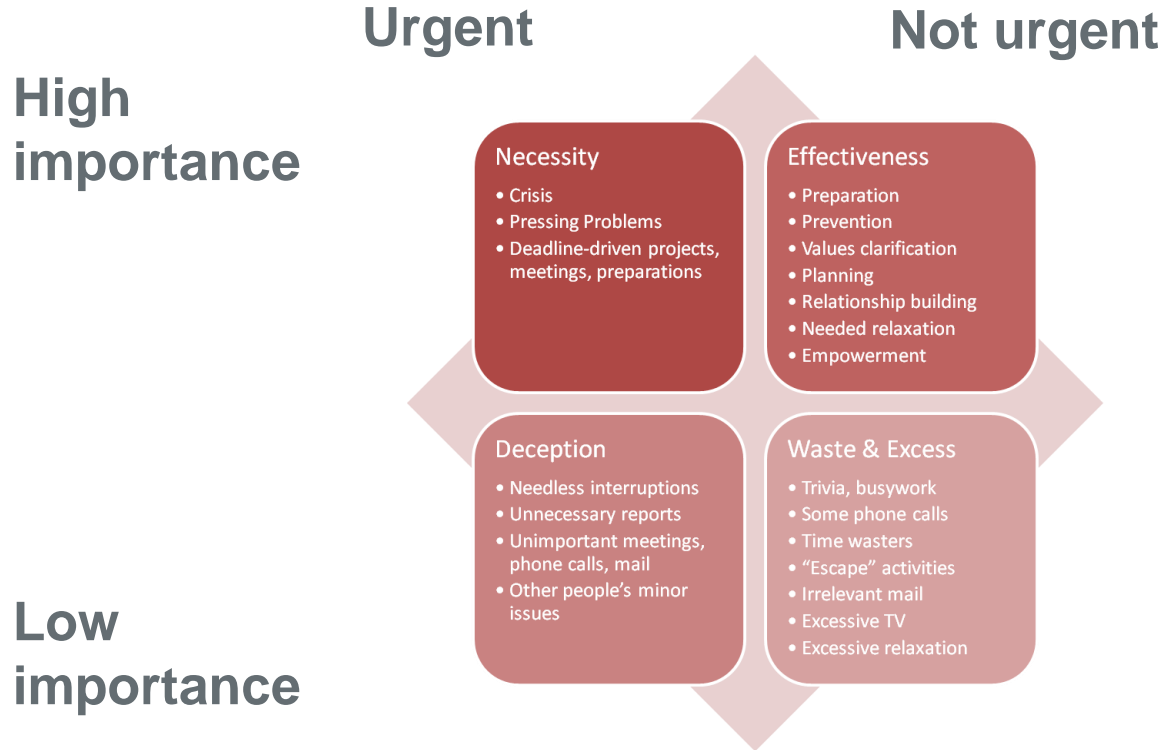
6. Minimize distractions.

7. Know yourself.



How to classify tasks

Clarify the interactions between importance and urgency



How to negotiate

Before you say yes:

- Catch yourself.
- Ask for time.
- Think ahead.



How to negotiate

Try these six steps:

1. Explain.
2. Show empathy.
3. Offer alternatives.
4. Acknowledge limitations.
5. Provide adequate warning.
6. Convey that your time is valuable.



How to minimize distractions

How to handle three common distractions

1. Email
2. Phone calls
3. Social media



Make time for yourself



About professional support

You may consider seeking professional support if you experience any of the following:

- Sleep problems
- Performance issues at work
- Relationship difficulties with family or friends
- Loss of interest in hobbies you normally enjoy
- Lack of care about normal everyday work tasks
- Excessive anxiety or worrying more than normal
- Feeling overwhelmed or sad for more than two weeks
- A noticeable change in appetite, eating too little or too much
- Behavior and coping methods have become harmful to yourself or others, whether that is through aggressive behavior or unhealthy habits, such as alcohol or drug misuse
- Thoughts of harm to self and/or others

Keep in mind, some of these conditions warrant more urgent professional help, and you should seek support if you are unsure.

Thank you for attending
today's presentation.

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