

Time and Stress Management

*District Training Week
February 2021*



**OREGON
DEPARTMENT OF
AGRICULTURE**

Housekeeping

- Please mute your microphone and/or telephone.
- The session will be recorded.
- Feel free to ask questions at any time via the chat box or verbally.
- Reference materials available on ODA website.

What stresses you out?



**OREGON
DEPARTMENT OF
AGRICULTURE**

Three Types of Stress

1. Situational
2. Physical
3. Emotional

Situational Coping Strategies

- Organization
- Personal Vision
- Supportive Relationships
- Daily Rituals

Physical Coping Strategies

- Eat Well & Exercise
- Rest & Sleep
- Goals

Emotional Coping Strategies

- Build Self Esteem
- Develop Assertiveness
- Communicate Expectations
- Rest, Sleep, & Exercise

Difficult Situations

Three Phases



**OREGON
DEPARTMENT OF
AGRICULTURE**

Change

Phase One



**OREGON
DEPARTMENT OF
AGRICULTURE**

Accept

Phase Two



**OREGON
DEPARTMENT OF
AGRICULTURE**

Leave

Change Three



**OREGON
DEPARTMENT OF
AGRICULTURE**

Ten Tips for Creating Balance

(From Patricia Hutchings)

1. Water
2. Breathing
3. Music
4. Silence
5. Journaling



**OREGON
DEPARTMENT OF
AGRICULTURE**

Top Ten Tips for Creating Balance

(From Patricia Hutchings)

6. Gratitude Lists
7. Service Work
8. Breaks
9. Inspirational Reading
10. Touch Points



**OREGON
DEPARTMENT OF
AGRICULTURE**

What don't you have time for?



**OREGON
DEPARTMENT OF
AGRICULTURE**

I have all the time there is.



**OREGON
DEPARTMENT OF
AGRICULTURE**

**What
When
How
Just Say No!**



**OREGON
DEPARTMENT OF
AGRICULTURE**

What

- **Green Light Work:** It must be done. You were hired for this. 80-90%
- **Yellow Light Work:** It must be done. You weren't hired to do this. 10-15%
- **Orange Light Work:** It must be done. You may be competent at it, but not uniquely qualified. 5%
- **Red Light Work:** May not have to be done and not what you were hired for. 0%



OREGON
DEPARTMENT OF
AGRICULTURE

Find Your Prime Time



**OREGON
DEPARTMENT OF
AGRICULTURE**

When

- **Morning:** Decision making and intellectually challenging tasks. You are most alert.
- **Early Afternoon:** Avoid mentally challenging tasks requiring short term memory and quick thinking. Energy levels dipping.



OREGON
DEPARTMENT OF
AGRICULTURE

When

- **Late Afternoon:** Concentrate on reflective and creative tasks. Energy levels at their lowest.
- **Evening:** Routine or repetitive work. Energy levels are recovering.



OREGON
DEPARTMENT OF
AGRICULTURE

**Every day.
Before anything else.
Answer this question.**



**OREGON
DEPARTMENT OF
AGRICULTURE**

**What do I need to
accomplish today for this
to be a successful day?**



**OREGON
DEPARTMENT OF
AGRICULTURE**

Yes, make a
“To Do” List.



**OREGON
DEPARTMENT OF
AGRICULTURE**

(And a Master
"To Do List")



**OREGON
DEPARTMENT OF
AGRICULTURE**

Delegate and Prioritize

- Use the Green, Yellow, Orange, & Red system to decide what to do yourself and what to delegate/assign to others.
- Prioritize and Schedule.

Prioritizing when everything is a priority!

Paired Comparison Process

1. List the tasks you need to do.
2. Compare two at a time: A-B, A-C, A-D, B-C, B-D, C-D.
3. Ask: “If I could only do one of these tasks, which one would I do?” Note answer for each task for each comparison.
4. Task with most “this one” is your highest priority, etc.



OREGON
DEPARTMENT OF
AGRICULTURE

Scheduling

- Schedule the right task for the right time.
- Schedule Q-Time – Do not disturb.
- Schedule email time if email is a problem.
- Schedule your lunch –Do not disturb.



**OREGON
DEPARTMENT OF
AGRICULTURE**

Just Say No!

- No multitasking
- Informational vs. Collaborative Meetings
- Q-Time – Do Not Disturb
- No Red Light Tasks
- What else can you say no to?



**OREGON
DEPARTMENT OF
AGRICULTURE**

Questions?

Eric Nusbaum
Operations Specialist

enusbaum@oda.state.or.us
503-510-8930

oregon.gov/oda



**OREGON
DEPARTMENT OF
AGRICULTURE**

The End



**OREGON
DEPARTMENT OF
AGRICULTURE**