

Time and Stress Management

*District Training Week
February 2021*



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Housekeeping

- Please mute your microphone and/or telephone.
- Please keep information shared in this session confidential.
- The session will not 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?



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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



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Change

Phase One



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Accept

Phase Two



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Leave

Change Three



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Ten Tips for Creating Balance

(From Patricia Hutchings)

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

Top Ten Tips for Creating Balance

(From Patricia Hutchings)

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

What don't you have time for?



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I have all the time there is.



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**What
When
How
Just Say No!**



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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%



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Find Your Prime Time



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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.



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When

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



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



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



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Yes, make a
“To Do” List.



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(And a Master
"To Do List")



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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.



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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.



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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.



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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?



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Questions?

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The End



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