



YOU CAN'T MANAGE TIME - BUT YOU CAN MANAGE YOURSELF

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OBJECTIVES

- The participant will be able to identify:
 - The importance of time/self-management.
 - A strategy for analyzing their time utilization.
 - At least two action items to promote time/self-management

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RISK OF POOR TIME/SELF-MANAGEMENT

- Work Quality/Errors
- Wasted Time
- Work flow
- Reputation
- Control
- Stress/Depression/Anxiety/Burnout

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"It is not enough to be busy.
The question is, 'What are
we busy about?'"

-Henry David
Thoreau

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BENEFITS OF EFFECTIVE TIME/SELF-MANAGEMENT

- Efficiency/productivity
- Less stress
- Balance
- Opportunities
- Success
- Control

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WHAT CONSUMES MOST OF YOUR TIME?
THINK, PAIR AND SHARE THE TOP THREE

HOW MANY EXTRA HOURS A DAY DO YOU WISH YOU HAD?

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AVERAGE TIME SPENT ON SOCIAL MEDIA PER DAY (2024)

- Age 18-24- 3 hours and 1 minutes
- Age 25-34- 2 hours and 34 minutes
- Age 35-44- 2 hours and 11 minutes
- Age 45-54 - 2 hours and 16 minutes
- Age 55-64 - 2 hours and 13 minutes

<https://www.statista.com/statistics/1446576/time-spent-social-media-by-age/>

THE CLOCK AND THE COMPASS

- Do your biggest time investors align with your core values?
- Clock – always ticking
- Compass – It is the constant that should steer our lives. Our purpose/mission
 - What is Your purpose in life?
 - What is Your mission statement?
- The great balance
 - Clock-The daily things and what we are doing
 - Compass –Vision, values, destiny mission – The why behind our schedule

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“The price of anything is the amount of Life you exchange for it?”

-Henry David Thoreau

<https://pubmed.ncbi.nlm.nih.gov/pubmed/36089078/>

WHAT IS YOUR COMPASS?

- Purpose
- Driving force
- What guides decisions, actions, and goals
- Guide for our dreams

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YOUR MISSION STATEMENT

- Author and coach Dan Miller claims a good mission statement should include these three things:
 - Your skills and abilities (what you like to do)
 - Your personality traits (how you tend to operate)
 - Your dreams, values and passions (why you want to excel, where and who you want to be)

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QUESTIONS FOR REFLECTION

- What drew you to your current position?
- What is your favorite work task?
- What has been your most rewarding accomplishment at work?
- What compliments do your colleagues give you about your work?
- What makes you feel productive?

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MY PERSONAL MISSION IS TO.....

Goals

- **Spiritual** –
 - Action Items
- **Marriage** –
 - Action Items
- **Family** –
- **Ministry** –
- **Relationships** –
- **Career** –
- **Personal Growth/Health** –
- **Recreation** –
- **Finance** –

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SOME THINGS CAN BE DONE WELL WITH LIMITED TIMEOTHERS WILL SUFFER

- Relationships
- Health
- Personal Growth
- Finances



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INVEST THE MOST TIME ON THE PEOPLE
WHO WILL ATTEND YOUR FUNERAL

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CONSISTENCY IN OUR INVESTMENTS ARE THE KEY

The pressure to pack
as much as possible
into our limited time
can lead to bad
results

The discipline of
consistency is the key
to success in the
most important areas
of our life

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CREATE WHITE SPACE

- Time in your schedule for:
 - Reflection
 - Self-care

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BE PROACTIVE INSTEAD OF REACTIVE

- Is there a more efficient way to organize your life
 - Watering chickens/gardening
 - Running out of gas
 - Understanding the nuances of your EHR
- Hiring out/delegating tasks
- Parenting – what you feed will grow
- Turning off your notifications on social media

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PREPARATION

- The prep work can take more time than the actual task
- "Before everything else, getting ready is the secret of success." – Henry Ford
- "Every minute spent in preparation saves ten minutes in execution." – John Maxwell
- Prep questions according to Mark Cole
 1. What works to be done?
 2. How is it to be done?
 3. When is it to be done?
 4. Where is it to be done?
 5. How fast can it be done?
 6. What do I need to get it done?

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AVOID OVERSCHEDULING

- Kids need downtime to play, wander, daydream, engage with family
 - Consider one activity at a time
 - Busy schedules can lead to overtired and stressed-out kids
- We need time for silence, sleep, relaxation

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COMMON TIMEWASTERS

- | | |
|------------------------------|---|
| ■ Unnecessary meetings | ■ Not organizing tasks ahead of time |
| ■ Micromanaging | ■ Being a perfectionist |
| ■ Multitasking | ■ Always saying "Yes" |
| ■ Disorganization | ■ Postponing harder tasks |
| ■ Irrelevant emails/texts... | ■ Proving you are working if remote working |
| ■ Lack of delegation | ■ Online distractions |
| ■ Chatty co-workers | |

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PRACTICAL PROACTIVE TIPS

- DMV- middle of the week, middle of the month, mid afternoon
- Online grocery shopping
- Listen to podcasts/study notes...while driving
- Read before bed
- Avoid under and oversleeping
- Accept help
- Check email/social media once a day

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- GET INTO GROUPS OF THREE
- TWO OF YOU WILL SPEND TWO MINUTES TALKING ABOUT HOW YOU SPENT YOUR TIME THIS WEEK SIMULTANEOUSLY
- THE THIRD PERSON WILL LISTEN TO BOTH PEOPLE AT THE SAME TIME AND SEE HOW MUCH THEY CAN RECALL

MULTI-TASKING EXERCISE

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MULTITASKING

- Requires your brain to switch back and forth between tasks quickly
- Switching cost is the disruption we experience in performance when our brain jumps back and forth between tasks
- A study in the International Journal of Information Management showed the average person checks their email in the workplace every 5 minutes. It took an average of 64 seconds to resume the previous task after checking it.
- Studies show multitasking can decrease efficiency

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"MASTERY REQUIRES FOCUS AND CONSISTENCY. IF YOU COMMIT TO NOTHING, YOU'LL BE DISTRACTED BY EVERYTHING."
-John Maxwell



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"WE CONFUSE ACTIVITY WITH ACCOMPLISHMENT – AND WHAT'S WORSE, WE INVITE THE DEMANDS OF OTHERS. WE BEGIN REACTING RATHER THAN ACTING. WE FAIL TO MANAGE BY OBJECTIVES AND BEGIN TO MANAGE BY REQUESTS. UNFORTUNATELY, WHEN WE FORGET THE ULTIMATE, WE BECOME SLAVES TO THE IMMEDIATE."

-JOHN MAXWELL



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IT ALL STARTS WITH ASSESSMENT

Time	Task	Importance	Urgency
0615-0630	Check email and texts messages		
0630-0645	Feed dog, rabbits, and let out the chickens		
0645-0700	Exercise/walk		
0700-0715	Exercise/walk		
0715-0730	Clean up and change		
0730-0745	Make and eat breakfast		
0745-0800	Clean kitchen and check phone		
0800-0815	Work on presentation		

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ASSESSING THE IMPORTANCE

- Critical = 5 points
- Necessary = 4 points
- Important = 3 points
- Helpful = 2 points
- Marginal = 1 point

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IT ALL STARTS WITH ASSESSMENT

Time	Task	Importance	Urgency
0615-0630	Check email and texts messages	2	
0630-0645	Feed dog, rabbits, and let out the chickens	5	
0645-0700	Exercise/walk	3	
0700-0715	Exercise/walk	3	
0715-0730	Clean up and change	5	
0730-0745	Make and eat breakfast	4	
0745-0800	Clean kitchen and check phone	2	
0800-0815	Work on presentation	5	

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- Critical = 5 points
 - Necessary = 4 points
 - Important = 3 points
- Helpful = 2 pts
Marginal = 1 pt

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ASSESSING THE URGENCY

- Today = 5 points
- This week = 4 points
- Next week = 3 points
- This month = 2 points
- Next month = 1 point

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IT ALL STARTS WITH ASSESSMENT

Time	Task	Importance	Urgency
0615-0630	Check email and texts messages	2	5
0630-0645	Feed dog, rabbits, and let out the chickens	5	5
0645-0700	Exercise/walk	3	4
0700-0715	Exercise/walk	3	4
0715-0730	Clean up and change	5	5
0730-0745	Make and eat breakfast	4	5
0745-0800	Clean kitchen and check phone	2	4
0800-0815	Work on presentation	5	5

- Critical = 5 points
 - Necessary = 4 points
 - Important = 3 points
- Helpful = 2 pts
Marginal = 1 pt

- Today = 5 points
- This week = 4 points
- Next week = 3 points
- This month = 2 points
- Next month = 1 point

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IMPORTANCE X URGENCY

Time	Task	Importance	Urgency	Prioritization
0615-0630	Check email and texts messages	2	5	10
0630-0645	Feed dog, rabbits, and let out the chickens	5	5	25
0645-0700	Exercise/walk	3	4	12
0700-0715	Exercise/walk	3	4	12
0715-0730	Clean up and change	5	5	25
0730-0745	Make and eat breakfast	4	5	20
0745-0800	Clean kitchen and check phone	2	4	8
0800-0815	Work on presentation	5	5	25

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EVALUATION

- Identify your **major time wasters** and work to eliminate them.
- Identify your **priorities** - If we devote our energy, time, and resources to the top 20% of our priorities, we'll achieve 80% of the results we desire - Vilfredo Pareto
- **Create space for planning** - Every minute spent in planning saves ten in execution. Considering ending your day with five minutes spent planning and prioritizing for tomorrow.
- **Create systems to simplify your life** - "You can't devote 80% of your time to your top priorities when you've just wasted 40% of your time trying to find your to-do list" - John Maxwell
- **Become results-oriented.** Make adjustments if your "busyness" is not yielding results. Start prioritizing, planning, and organizing.

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EAT THE FROG FIRST? - BRIAN TRACEY

- If procrastination is your enemy, do the task you dread the most first
- "If you eat a live frog first thing in the day nothing worse will happen to you"
- Tackle the most difficult task first then everything else will seem easier
- Accomplishment, motivation, productive tone

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"God has given me this day to use as I will. I can waste it – or use it for good, but what I do today is important, because I am exchanging a day of my life for it!"

- Heartsill Wilson

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COMPETING PRIORITIZES – THE 3 R'S

- Required – What is required of me?
 - Return- What yields the greatest return?
 - Reward- What gives you the greatest reward?
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- *Keep these in order and do not be tempted to jump to reward first.
 - Learn when to say "NO"

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SUMMARY

- Time is static and out of your control
- Being busy does not mean you are productive
- Intentionality is important
- Know your compass before you consider your clock
- Make time/room in your life for your most important priorities

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CASE STUDY ONE

- Your team is going to a conference and you are looking forward to spending time with folks outside the clinic setting as well as hearing the content presented. Your 14-year-old daughter announces a moms vs student volleyball game has been scheduled the same Saturday. She is very excited for you to play against her. She is at an awkward age in which she is often embarrassed by you. However, since you played college volleyball, she seems excited for you to be there. How do you make a decision between these competing priorities?

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CASE STUDY TWO

- At your physical last week, your PCP tells you that you have prediabetes, & your b/p and cholesterol are high. She warns you of the risk of metabolic syndrome and says you must find time to exercise 20-30 minutes a day 3-4 times a week. Your schedule is packed and you come home exhausted every night. You cannot imagine where you could fit this in. What do you do?

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CASE STUDY THREE

- Your boss comes to you and states the executive team agreed to expand the practice and they need you to take point on this project. You are already working 50 hours a week and cannot imagine taking on any additional work. What do you do?

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CASE STUDY FOUR

- A staff member announces their intent to resign secondary to the stress they are under at work due to time constraints. This is a very valuable employee. How will you respond?

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