Self-Management: Making the Most of Your Time
1. **Identify** the causes and types of stress regarding time

2. **Discuss** our current methods and coping strategies

3. **Strategize**: how to increase productivity
Field Of Perception

- **Wide Field of Perception**
  - Ability to see problem clearly
  - Ability to make good judgments
  - Able to remember previous solutions to similar problems

- **Narrow field**
  - Can’t see problem clearly - confusion
  - Poor judgment
  - Forget solutions
Chronic Stress

- Constant worry & negativity
- Living from one stressful episode to the next with no breaks
- Too many responsibilities.
- Personal issues (e.g. marital problems, financial difficulties, etc.)
- Giving up on a solution and living with the “new normal”
A “Prescription” for Managing Stress and Increasing Productivity
# Top 10 Most Common Stress Relief Methods

<table>
<thead>
<tr>
<th>Top 10 Most Common Responses</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listen to music</td>
<td>46%</td>
</tr>
<tr>
<td>Exercise or walk</td>
<td>43%</td>
</tr>
<tr>
<td>Surf the Internet/go online</td>
<td>40%</td>
</tr>
<tr>
<td>Watch TV or movies for more than two hours per day</td>
<td>39%</td>
</tr>
<tr>
<td>Spend time with friends or family</td>
<td>35%</td>
</tr>
<tr>
<td>Read</td>
<td>35%</td>
</tr>
<tr>
<td>Pray</td>
<td>30%</td>
</tr>
<tr>
<td>Nap</td>
<td>29%</td>
</tr>
<tr>
<td>Eat</td>
<td>27%</td>
</tr>
<tr>
<td>Spend time doing a hobby</td>
<td>23%</td>
</tr>
</tbody>
</table>
# Stress Strategy #1: Create A Stress Journal

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Stress Event</th>
<th>Stress Level 1-10</th>
<th>My Response: Thoughts, Actions, Feelings</th>
<th>Coping Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 6/6/2016</td>
<td>Describe the stressor or event with enough information to provide a picture of what happened, who was involved, etc.</td>
<td>How tense or anxious are you on a 1-10 scale</td>
<td>Describe your thoughts, feelings, actions, related to the event. Include what steps you took to manage the stress. This looks at habit, attitudes, and excuses.</td>
<td>Rate how you reacted. (1 – Not too well, 2 – OK, 3 – Very well. Or what you did to cope</td>
</tr>
</tbody>
</table>
Stress Strategy #2 – Stay Connected

- Engage your friends
- Connect with family
- Socialize
- Gather strength from those close to you
- Ask for outside perspectives
Stress Strategy #3 – Make time for you!

- Make relaxation a priority
- Disconnect from technology
- Set aside time to meditate
- Do something *you* enjoy everyday
Stress Strategy #4 – Adopt a Healthy Lifestyle

- Exercise regularly
- Eat a healthy diet
- Drink enough water
- Avoid excessive alcohol
- Get enough sleep
Stress Strategy #5 – Engage the Senses sooner than later

• Close your eyes and picture a situation or place that feels peaceful and rejuvenating
• Carry a favorite scent or essential oil with you
• Listen to relaxing music
• Progressive muscle relaxation
• Practice breathing exercises
### Stress Strategy #6 – Plan, Plan, Plan!

#### Urgent

1. **Manage**
   - Crisis
   - Some calls/emails
   - Last minute meetings
   - Unexpected issues

2. **Focus**
   - Preparation/planning
   - Goals & Values
   - Creativity
   - Relationships
   - Self Care

3. **Not Important**
   - Other people’s priorities
   - Interruptions
   - Emails/Calls
   - The urgent disguised as important

4. **Avoid!**
   - Trivial stuff/web surfing
   - Mindless activities
   - Some emails/calls
   - Escapist activities
   - Coffee breaks
   - Busy work
<table>
<thead>
<tr>
<th></th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Not Important</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Urgent</td>
<td>Not Urgent</td>
</tr>
<tr>
<td>-------</td>
<td>----------</td>
<td>------------</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Other people’s priorities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interruptions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Most Emails/Calls</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Short term focus</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Importance vs. Urgency Matrix

<table>
<thead>
<tr>
<th></th>
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<th>Not Urgent</th>
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<td>Manage</td>
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</tr>
<tr>
<td>Some calls/emails</td>
<td></td>
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<tr>
<td>Last minute meetings</td>
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<tr>
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Preparation/planning
Goals & Values
Creativity
Relationships
Self Care

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- Goals & Values
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AVOID!

Not Important

Important
✓ Write down every thing you do in a day
✓ Identify the most important to least
✓ Ask yourself, “How can I spend 80% of my time doing my critical 20%”?
“Eat a live frog first thing in the morning and nothing worse will happen to you the rest of the day.”

Mark Twain
The First Rule of Frog Eating

1. If you have to eat two frogs, eat the ugliest one first.
The Importance of Single Handling

"My success is due more to my ability to work continuously on one thing without stopping than to any other single quality.”

~Thomas Edison~
Stress Strategy #7 – Seek Clarity

• Express your feelings instead of bottling them up

• Be willing to compromise

• Be more assertive
Stress Strategy #8
Accept What You Can’t Change

• Don’t try to control the uncontrollable
• Focus on what you can control
• Look for the upside
• Share your feelings
• Learn to Forgive
Stress Strategy #9 – Increase your E.Q.

- Learn to manage your own emotional state during stressful situations
- Learn to rapidly reduce stress by reframing circumstances
- Recognize when you reach a point that you need to stop, take a break and relax
- Become more attentive to the impact that daily emotions have on long-term moods, co-workers and others
- Learn to control your emotions & negative thoughts through **Cognitive Restructuring**
Cognitive Restructuring

• **Step 1:** Identifying unhelpful thoughts

• **Step 2:** Evaluating unhelpful thoughts

• **Step 3:** Challenging/changing unhelpful thoughts
The Importance of Emotional Support

Paying with Our Health

The Importance of Emotional Support

43% say stress has increased in the past year. No, I don’t have it.

21% say they did not make any lifestyle changes because they are too stressed.
NEARLY 1/2 (46%) say they felt depressed/sad due to stress in the last month.

Yes, I have it.

26% say stress has increased in the past year.
10% say they did not make any lifestyle changes because they are too stressed.
1/3 (32%) say they felt depressed/sad due to stress in the last month.
Stress Strategy #10 – Get Assistance

Your 100% confidential, no-cost EAP includes:

• Telephonic or in-person counseling sessions
• 30-minute no-cost legal & financial consultations
• Unlimited Virtual Concierge Service
• Wellness Resources
• Health Advocacy
• and more!
Contact Your Benefit Experts

1-800-327-2255

www.nexgeneap.com