

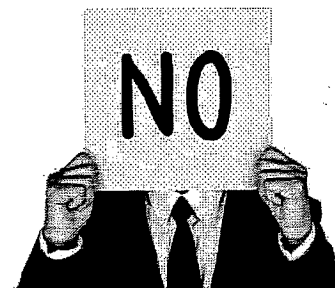
HEALTH & WELLNESS WORKSHOP – TIME MANAGEMENT

TIME MANAGEMENT – the ability to ORGANIZE work, PRIORITIZE what's important, and DELEGATE effectively in order to EFFICIENTLY use one's time.

$$\text{PRESSURE} - \text{CONTROL} = \text{STRESS}$$

IT'S OK TO SAY NO

First step to better time management is controlling the INFLOW – that means being VERY choiceful about what tasks you take on.



DELEGATE WHAT YOU CAN – ORGANIZE THE REST

Before you even consider working on something first ask yourself "Can I delegate this work – or part of it – to someone else?" Organize the rest by chunking the work down, and clearly listing what needs to be done.

COLLECT

ORGANIZE

REVIEW

PROCRASTINATE NO MORE

What's my number one tip to time management? Just get to it – stop procrastinating. In other words, take a serious look at where you are spending your time and eliminate time wasters. If you are a procrastinator (and really who isn't), it can be managed IF we understand the source.

$$\text{PROCRASTINATION} = \frac{\text{Expectancy} \times \text{value}}{\text{impulsiveness} \times \text{delay}}$$