

Neely

Everyone deserves a little couch-time.



Mastering Time: Strategies for Effective Time Management and Productivity

Presented

Roxanne Collins, MA, LPC



About your Presenter

- Licensed Professional Counselor
- Educator for 15 years
- Neely Counseling Center
- Works w/Adults, Adolescents and
Couples

Time management and Mental health

Psychological Time

- The subjective experience and perception of time passing.
- Influences psychological and emotional factors.

Clock Time

- The objective measurement of time based on standard units.
- Used to schedule and coordinate activities



Poll

#1

Key Takeaways

- Prioritization Techniques
- Effective Planning and Scheduling
- Minimizing Distractions and Time Wasters
- Enhancing Personal Productivity

To Do List



Ideal Time



Time Blocking

Common Strategies for Time Allocation

Poll

#2

Prioritization in Action

Identify and Focus on High Impact Tasks

- Brainstorm (i.e. To Do List)
- Consider the impact of the task
- Sort and Order tasks

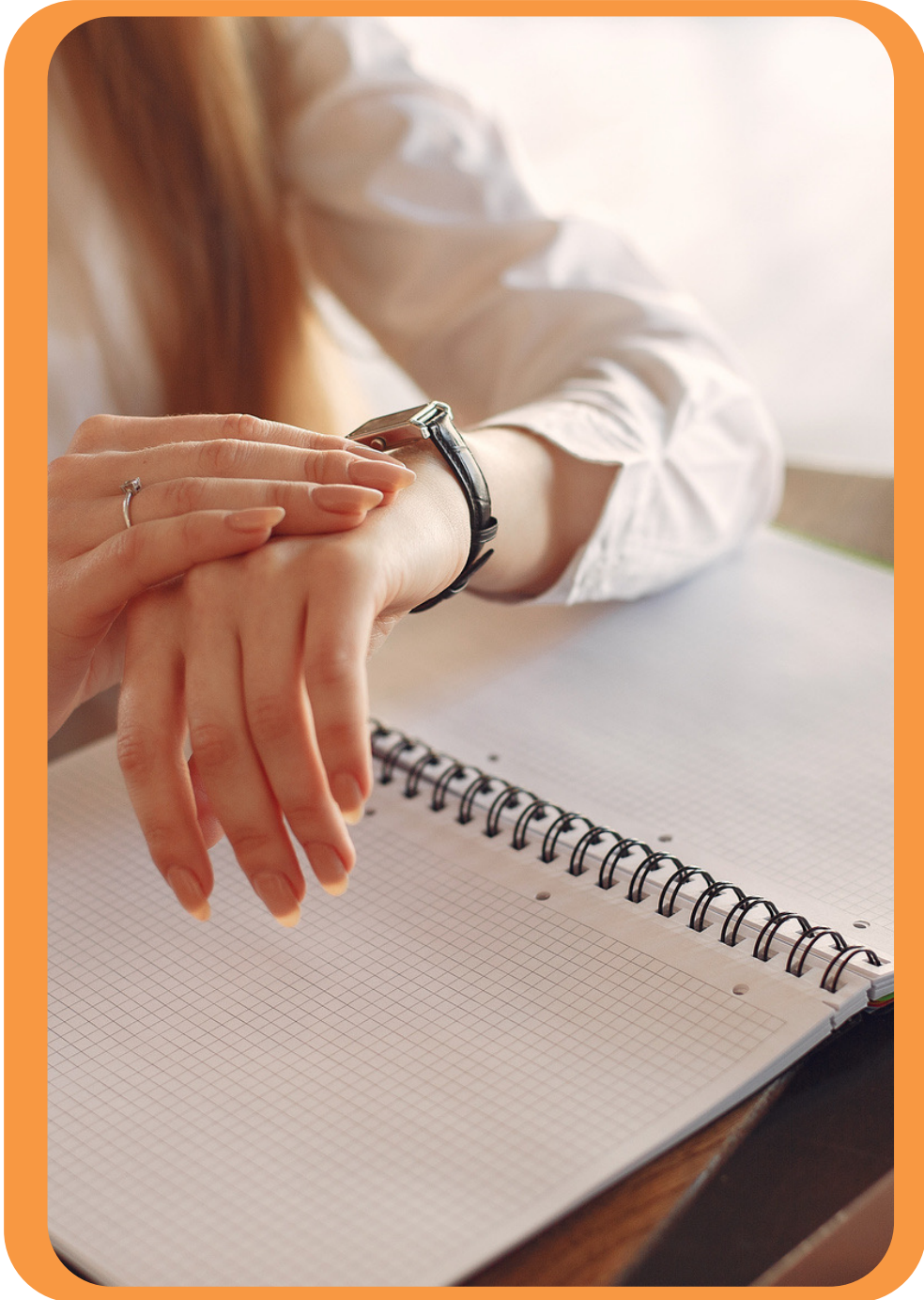
Align Tasks with Goals and Vision

- Clarify the overarching objectives
- Determine how the objectives meet the goals of the team



The Eisenhower Matrix

“I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent.” - Dwight D. Eisenhower



Important

Not Important

Urgent

Not Urgent

Do It

Things with clear deadlines and consequences for not taking immediate action.

Schedule It

Activities without a set deadline that bring you closer to your goals. Easy to procrastinate on.

Examples

- Monthly Reports
- Responding to email
- Picking up sick kid from school

Examples

- Exercise
- Professional development
- Networking

Delegate It

Things that need to be done, but don't require your specific skills. Busy work.

Delete It

Distractions that make you feel worse afterward. Can be okay but only in moderation.

Examples

- Scheduling
- Checking the mailbox
- Meal prep

Examples

- Eating junk food
- Social media
- Watching TV

Effective Planning and Scheduling

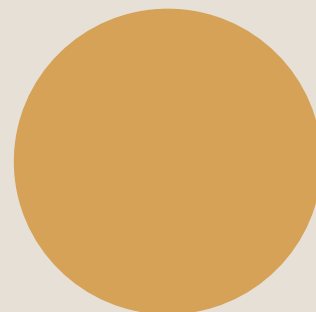


- Create Realistic and Flexible Schedules
- Utilize Tools and Apps

Minimize Distractions and Time Wasters



- Minimize Multitasking
- Take Breaks
- Establish Boundaries
- Reflect and Adjust
- Stay Organized

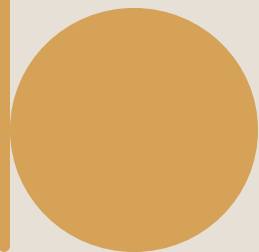


Poll

#3

Supporting work Life Balance

- Free up time for other areas of life
- Decrease time spent thinking about how expectations will be met
- Monitor Progress and adjust when needed
- Reflect with intention



“ Time Management is a misnomer, the challenge is to manage ourselves.

-Steven Covey

”



Thanks for Joining!

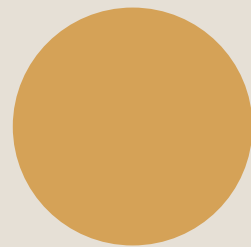


Roxanne Collins, LPC

 Roxanne_collins_lpc

 Roxanne@neelycounseling.com

 in



Access Your NEAP Benefits

☐ Online:

☐ www.neelyeap.com company page

☐ Live CONNECT

☐ iConnect You App

☐ Use your company code from
benefits flyer

☐ **24/7 Hotline: 866-212-6096**



Employee Support Program

LIFE COACHING



FEATURES:

- Have convenient telephone conversations with your Life Coach.
- Establish your vision, set goals and create an action plan in your very first meeting.
- Engage in up to 5 follow-up meetings to help recalibrate, refresh, and progress with your goals.
- Your progress towards any goal – career, parenting, relationship, time-management – can be enhanced by working with your Life Coach.

The path to personal and professional success is not always clear.

A Life Coach can help by guiding you through a thought-provoking, creative process of reflection and goal setting to maximize your potential and navigate life transitions.

TOLL-FREE: 866-212-6096

WEBSITE: <https://neelyeap.helpwhereyouare.com>



EAP Benefit Spotlight



The Eisenhower Matrix

“I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent.” - Dwight D. Eisenhower



Important

Urgent

Do It

Things with clear deadlines and consequences for not taking immediate action.

Examples

- Monthly Reports
- Responding to email
- Picking up sick kid from school

Not Urgent

Schedule It

Activities without a set deadline that bring you closer to your goals. Easy to procrastinate on.

Examples

- Exercise
- Professional development
- Networking

Not Important

Delegate It

Things that need to be done, but don't require your specific skills. Busy work.

Examples

- Scheduling
- Checking the mailbox
- Meal prep

Delete It

Distractions that make you feel worse afterward. Can be okay but only in moderation.

Examples

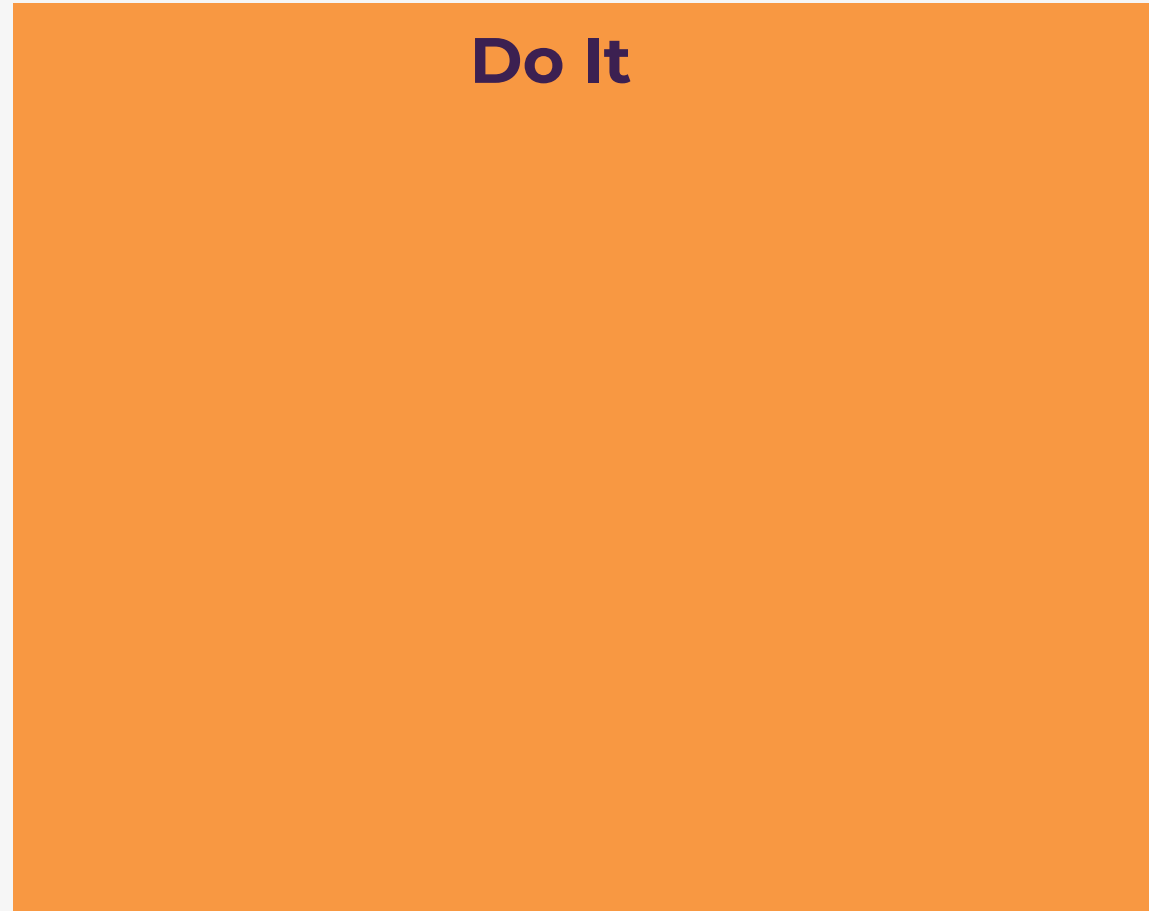
- Eating junk food
- Social media
- Watching TV

The Eisenhower Matrix

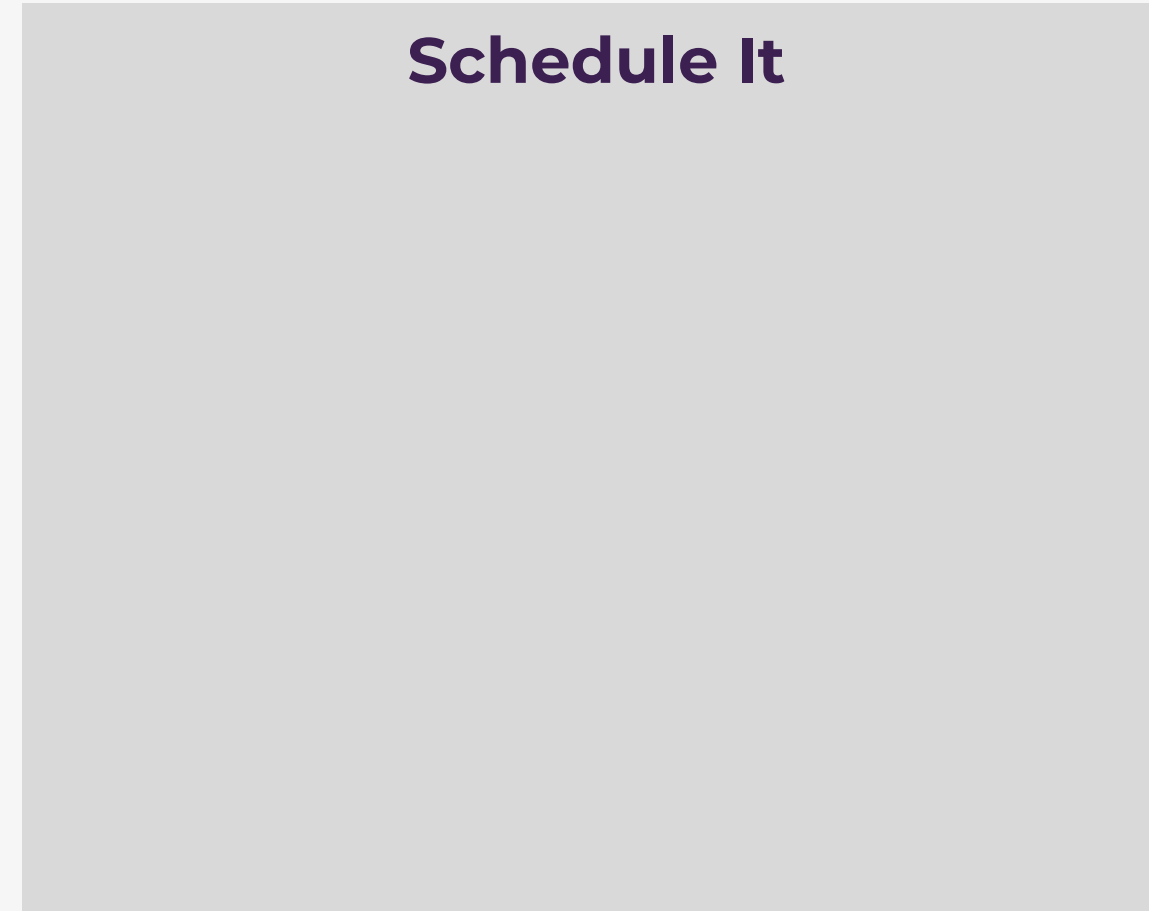
Urgent

Not Urgent

Important

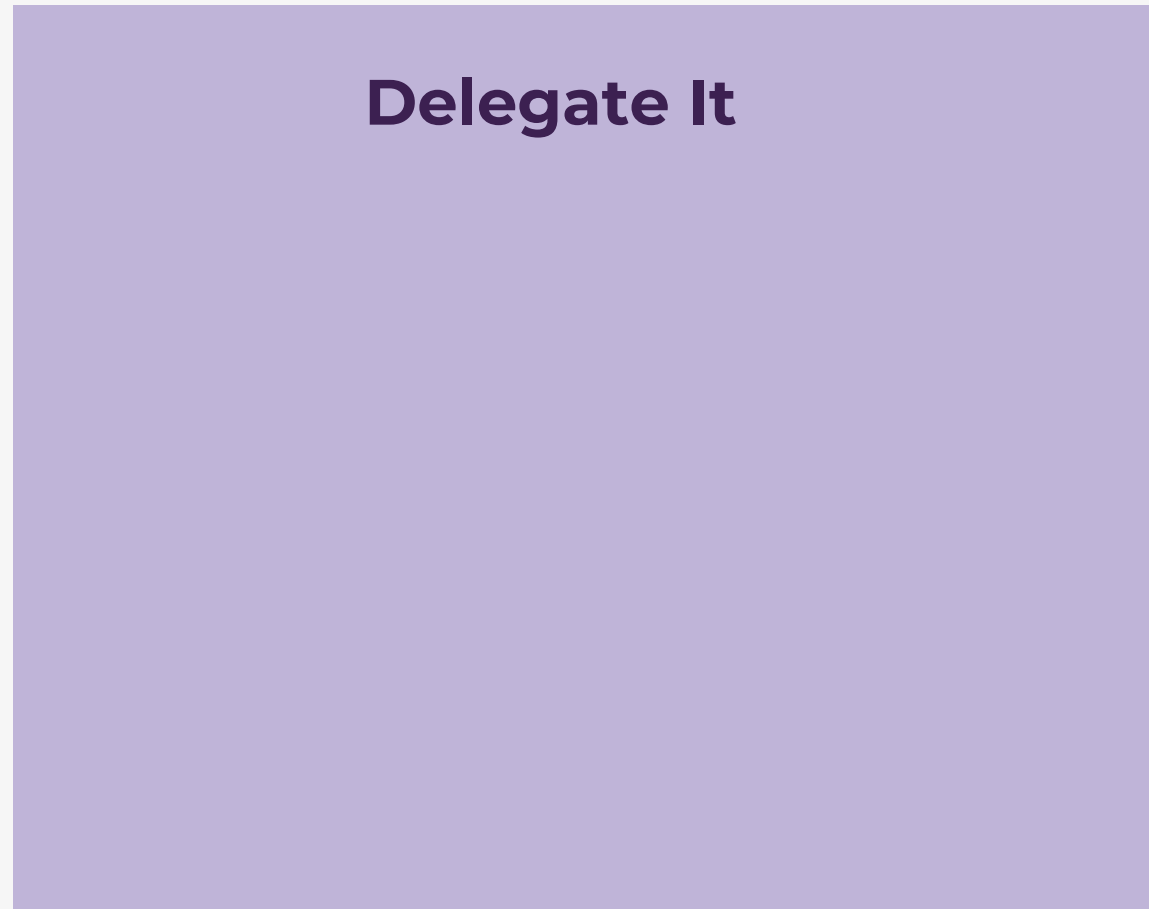


Do It

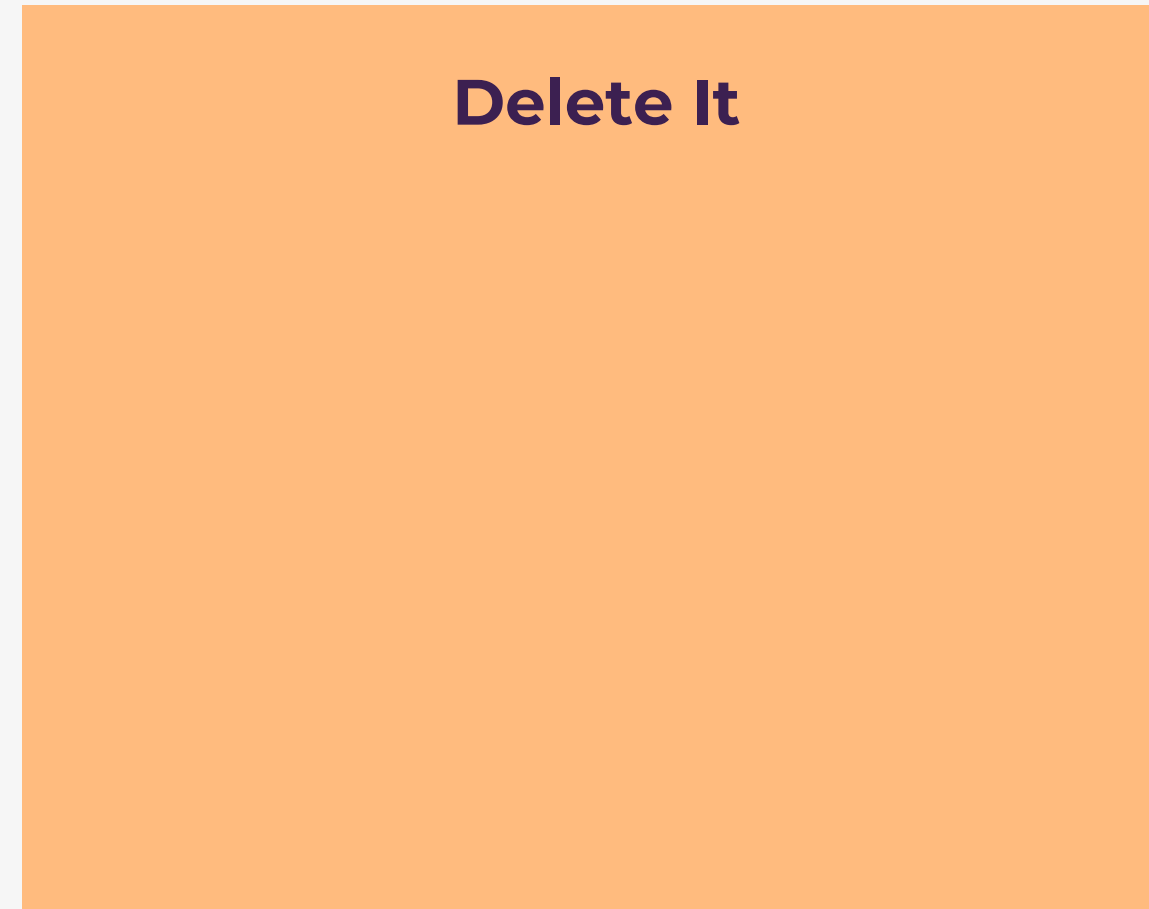


Schedule It

Not Important



Delegate It



Delete It