Time Management and Work-Life Balance

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PEBTF
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Learning objectives

**Time management and work-life balance**

- Describe the basics of time management
- Assess how you are spending your time daily
- Discuss ways to better manage your time
- Learn the importance of work-life balance
Your values

• List the **5 things** you value most
  1. 
  2. 
  3. 
  4. 
  5.

• List the **5 things** you spend the most time on
  1. 
  2. 
  3. 
  4. 
  5.

Do your lists match closely?
Understand your **present use of time**

- How are you spending your time?
- Keep track of the time you spend each day in each area:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spending time with family</td>
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<tr>
<td>Work</td>
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<td>Cooking</td>
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<td>Walking the dog</td>
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<tr>
<td>Exercise</td>
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<td>Relaxation techniques</td>
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</tbody>
</table>
What is **time management**?

The ability to use your time effectively and increase your productivity and life satisfaction

**Benefits**

- Help you get more done
- Less stress
- More energy
- Help you feel more in control
- Improve your quality of life
Results of **poor time management**

- Missing deadlines
- Feeling overwhelmed or fatigued
- Spending time on non-productive activities
- Do not have enough time to spend with family or friends
- Do not have enough time to do things which you enjoy
- Being distracted from the important things
- Facing the day without plans or goals
Learn to manage your time

Planning your time

- Set realistic goals
- Establish your priorities and create a to-do list
- Develop a daily routine
- Prepare a weekly schedule or plan for each day
- Schedule your work to fit with your energy levels
- Get organized
- Plan your goals for each day the night before

Know your limits

- Understand your responsibilities
- Realize your true capacity
- Ask for help when needed
Defining and creating balance in your life

Home  Work  Self-care  Relationships
**Tips for balancing work and life**

1. Understand that it can take effort to create balance, and there may be tradeoffs.
2. Proactively decide on how you want and don’t want to use your time.
3. If change is needed, you are going to have to initiate it.
4. Take time to reflect and identify what is important to you personally.
5. Engage in healthy lifestyle behaviors so that you can be at your physical and mental best to handle all that you have to do.
6. Make room in your schedule for friends and family.
7. Consider challenging items and activities that you currently do to see if they still serve a valid purpose for you.
Balance is key for **life satisfaction**

Make time for the things which you value

**Step 1:** Keep track of how you are spending your time

**Step 2:** Identify your values, and relate them to your current daily activities

**Step 3:** Assess the connection and whether you are spending your time on areas that are valuable to you
Setting a S.M.A.R.T. goal

S - Specific — Ask who, what, where, when, why
M - Measurable
A - Attainable/Achievable/Action-Based
R - Realistic
T - Timely

Set a timeframe to meet the goal

Ask who, what, where, when, why

How much, how many, how long, how often
Next Steps...

• Track how you are spending your time over the next week
  – Notice times where you could be using your time more effectively and times where you are managing your stress
  – Use this exercise to improve upon your time management and work-life balance

• Re-evaluate your **S.M.A.R.T.** goal and leave it visible as a reminder of what you are wanting to accomplish this week
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