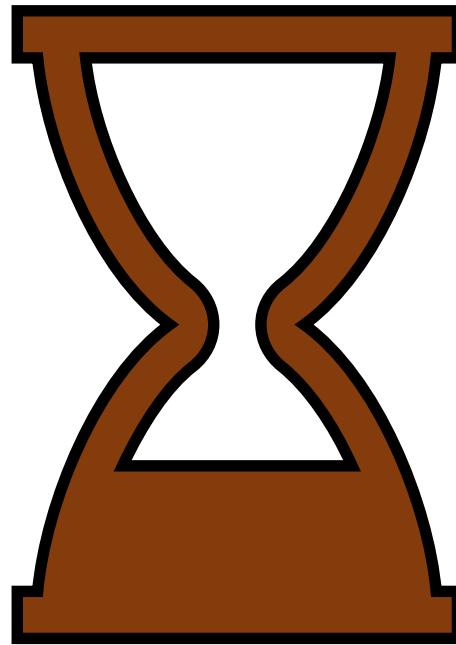


Self-Management:

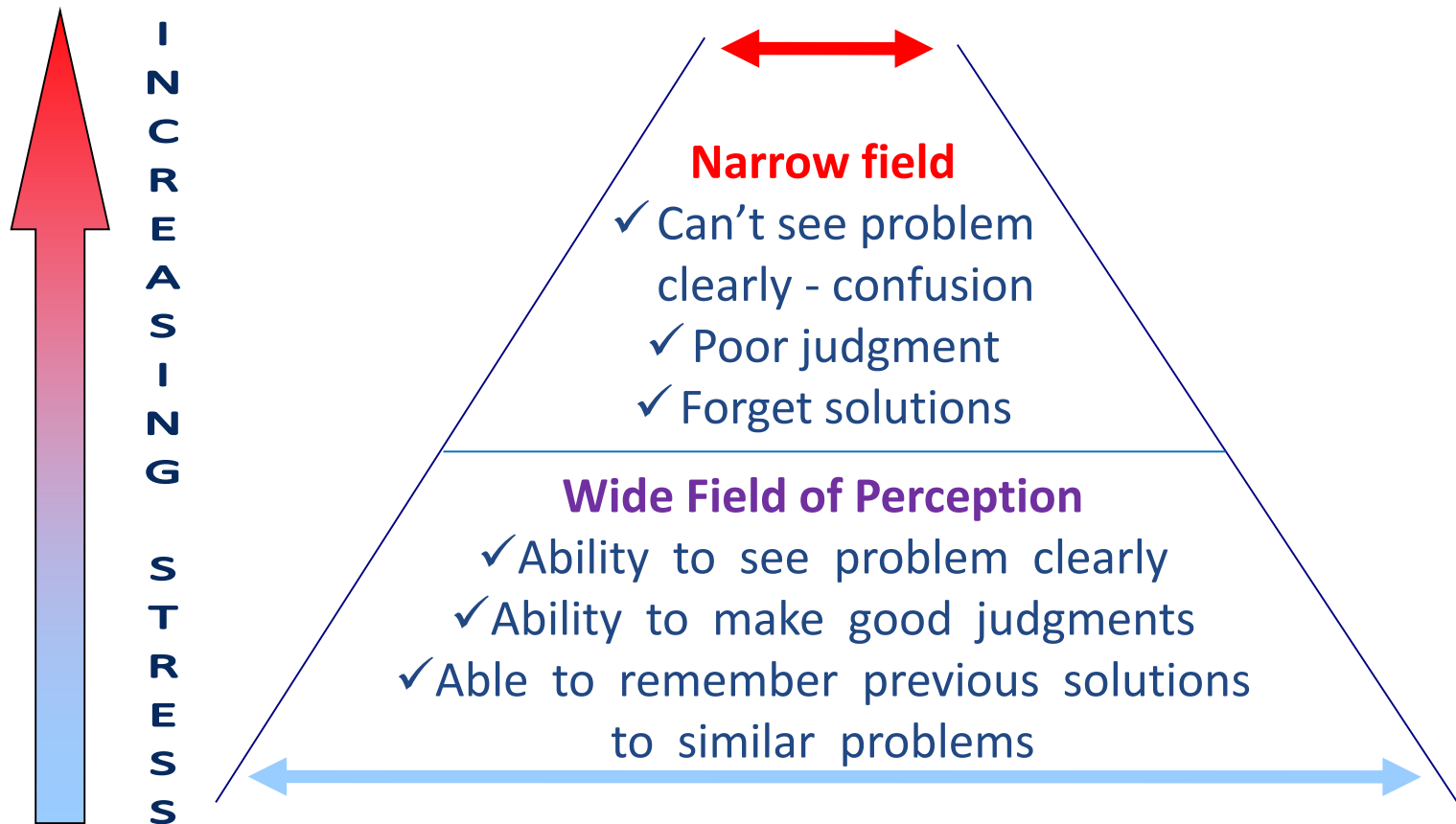
Making the Most of Your Time



Road Map

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



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

TOP 10 MOST COMMON RESPONSES	
Listen to music	46%
Exercise or walk	43%
Surf the Internet/go online	40%
Watch TV or movies for more than two hours per day	39%
Spend time with friends or family	35%
Read	35%
Pray	30%
Nap	29%
Eat	27%
Spend time doing a hobby	23%

Stress Strategy #1: Create A Stress Journal

Date/ Time	Stress Event	Stress Level 1-10	My Response: Thoughts, Actions, Feelings	Coping Skill
Monday 6/6//2016	Describe the stressor or event with enough information to provide a picture of what happened, who was involved, etc.	How tense or anxious are you on a 1-10 scale	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.	Rate how you reacted. (1 – Not too well, 2 – OK, 3 – Very well. Or what you did to cope

Stress Strategy #2 – Stay Connected

- Engage your friends
- Connect with family
- Socialize
- Gather strength from those close to you
- Ask for outside perspectives



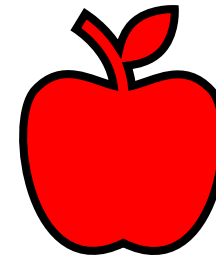
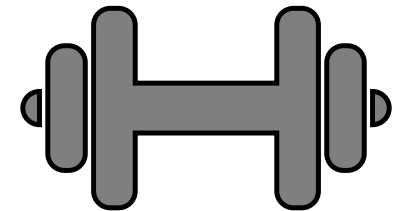
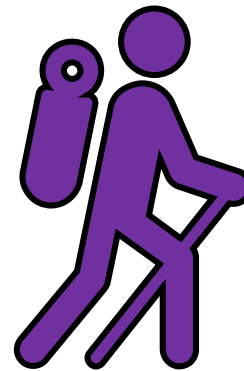
Stress Strategy #3 – Make time for *you*!

- 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	Not Urgent
Important	<p>1 Manage</p> <p>Crisis Some calls/emails Last minute meetings Unexpected issues</p>	<p>2 Focus</p> <p>Preparation/planning Goals & Values Creativity Relationships Self Care</p>
Not Important	<p>3</p> <p>Other people's priorities Interruptions Emails/Calls The urgent disguised as important</p>	<p>4</p> <p>Trivial stuff/web surfing Mindless activities Some emails/calls Escapist activities Coffee breaks Busy work</p>

AVOID!

Urgent or Important?

Urgent

Not Urgent

Important
Not Important

1	2
3	4

Urgent

Not Urgent

Important
Not Important

1

2

3

4

Other people's
priorities
Interruptions
Most Emails/Calls
Short term focus

Urgent

Not Urgent

Important

1

2

Not Important

³ Other people's
priorities
Interruptions
Most Emails/Calls
Short term focus

⁴ Trivial stuff/web
surfing
Mindless activities
Some emails/calls
Escapist activities
Coffee breaks
Busy work

AVOID !

Urgent

Not Urgent

Important
Not Important

<p>1</p> <p>Manage</p> <p>Crisis Some calls/emails Last minute meetings Unexpected issues</p>	<p>2</p>
<p>3</p> <p>Other people's priorities Interruptions Most Emails/Calls Short term focus</p>	<p>4</p> <p>AVOID !</p> <p>Trivial stuff/web surfing Mindless activities Some emails/calls Escapist activities Coffee breaks Busy work</p>

Urgent

Not Urgent

Important

Not Important

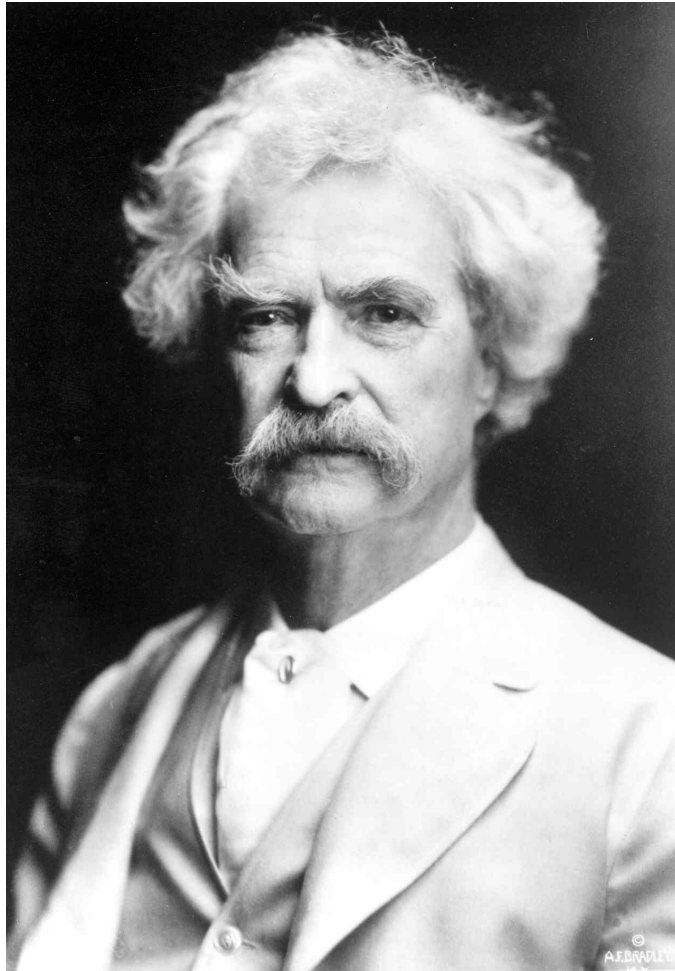
<p>1</p> <p>Manage</p> <p>Crisis Some calls/emails Last minute meetings Unexpected issues</p>	<p>2</p> <p>Focus</p> <p>Preparation/planning Goals & Values Creativity Relationships Self Care</p>
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AVOID!



The 80/20 Rule

- ✓ 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 Second Rule of Frog Eating

2. Once you begin, execute to completion.



FINISH
WHAT
YOU
START.

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

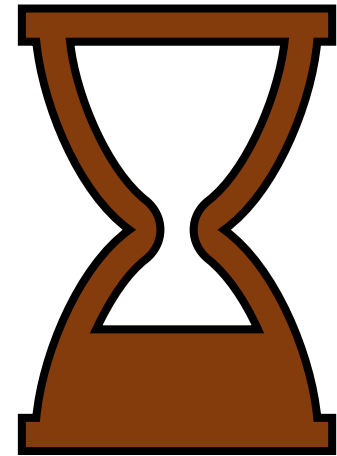
- Express your feelings instead of bottling them up
- Be willing to compromise
- Be more assertive



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



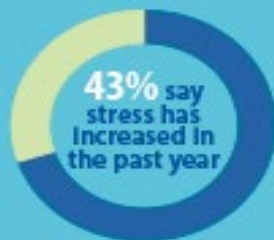
The Importance of Emotional Support



PAYING WITH OUR HEALTH

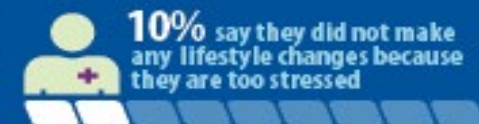
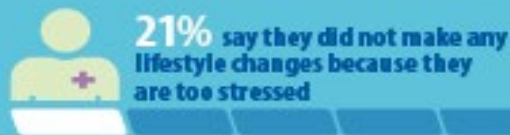
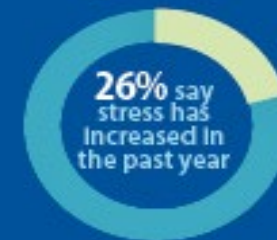
WWW.STRESSINAMERICA.ORG

THE IMPORTANCE OF EMOTIONAL SUPPORT



No
I don't have it.

Yes
I have it.



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!

Question & Answer



Contact Your Benefit Experts



1-800-327-2255



www.nexgeneap.com

