



IT IS ABOUT TIME

MANAGING MULTIPLE PRIORITIES

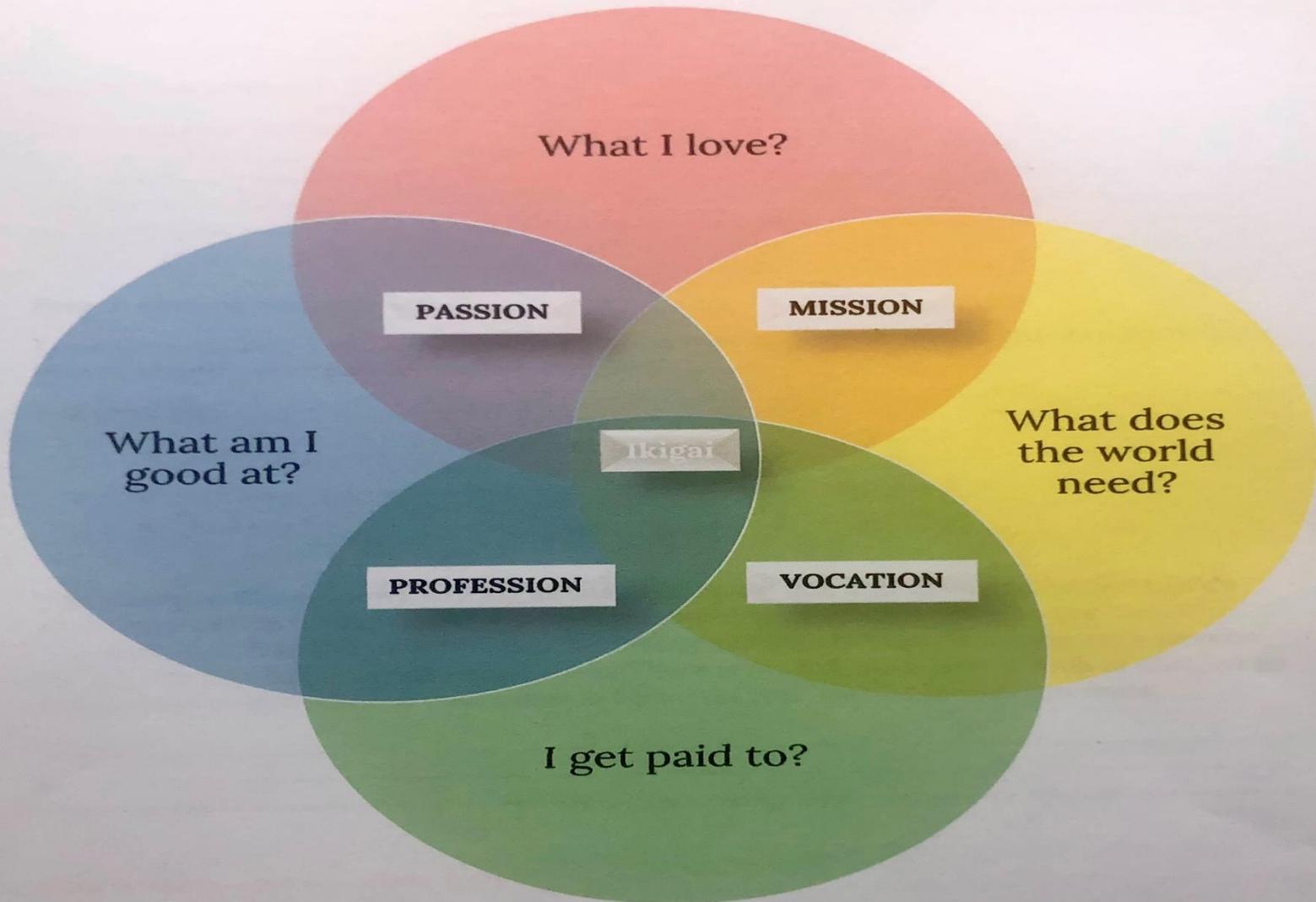


“My calendar is way overbooked and I’m three months behind in my work — I don’t have time to attend a time management seminar!”

TED TALK VIDEO
FINDING YOUR IKIGAI

What is
your
purpose?

Ikigai Worksheet



The background consists of several overlapping geometric shapes. A large white triangle is in the top-left. A large orange triangle is in the bottom-right. A blue triangle is in the bottom-left, overlapping the white one. A darker blue triangle is in the bottom-left, overlapping the light blue one.

SETTING PRIORITIES

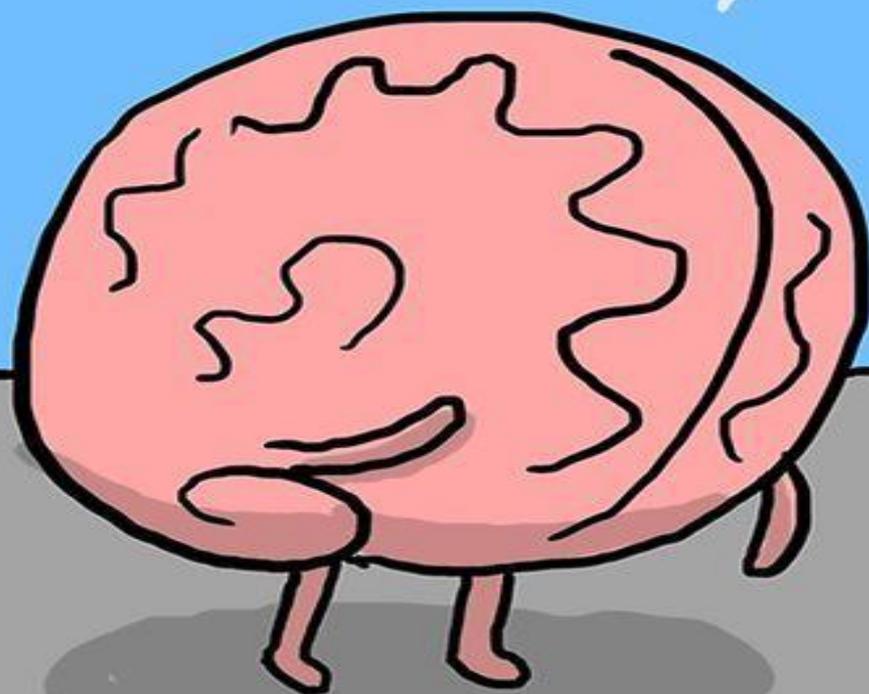






Now that we work from home, self-discipline is absolutely **ESSENTIAL**.

Speak for yourself, dork.



A red rectangular sign with rounded corners and a white border, mounted on a metal post. The sign features the text "CHANGED PRIORITIES AHEAD" in white, bold, sans-serif capital letters, arranged in three lines. The background shows a brick wall and utility pipes.

CHANGED
PRIORITIES
AHEAD

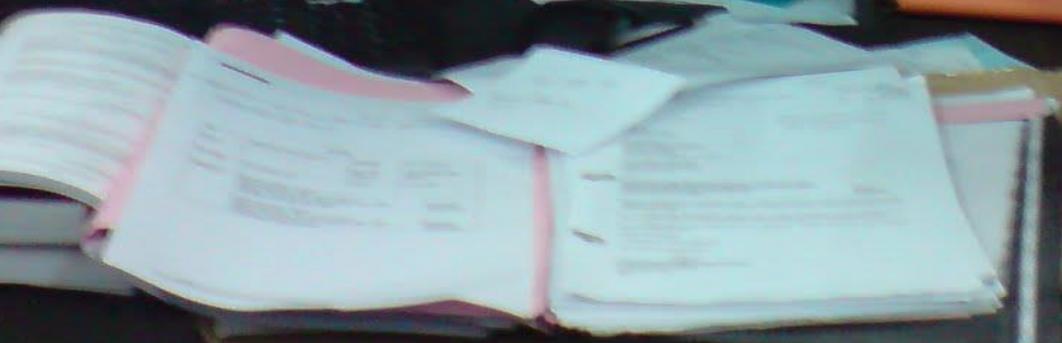
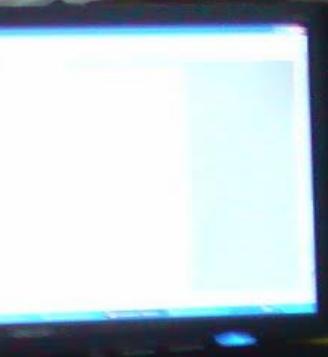
Prioritization Matrix

Descriptions:

- This is a sample text, insert your own text here.
- This is another bullet point.

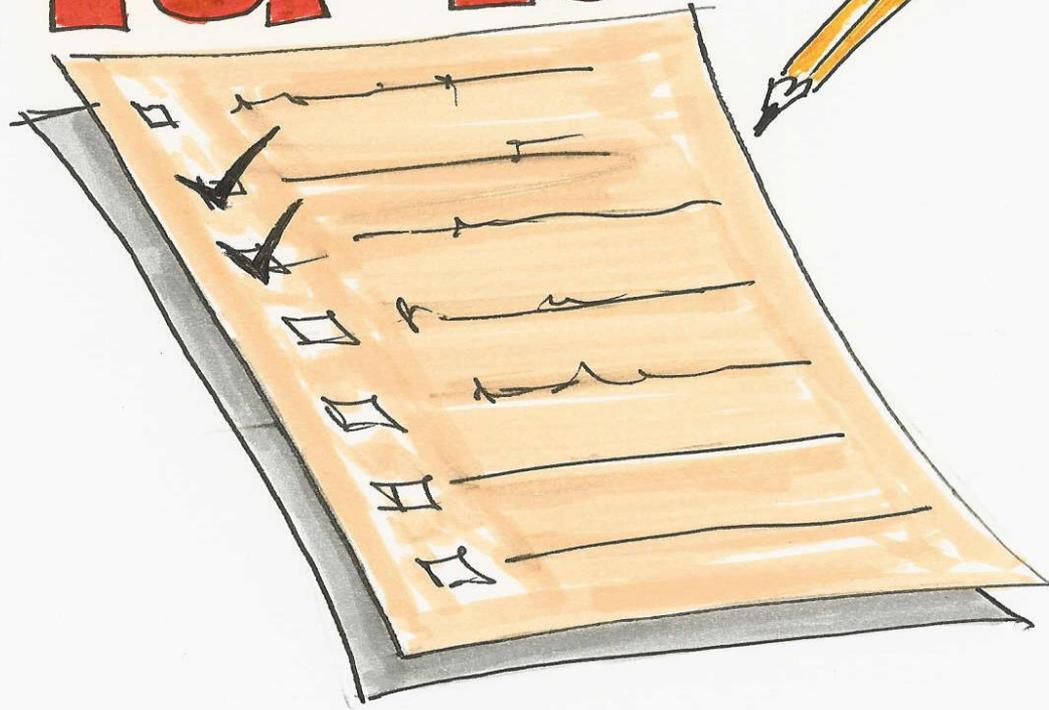


GETTING ORGANIZED





TOP 10



IF IT
SPARKS JOY
YOU KEEP IT!





TIME MANAGEMENT



TIME

**OUR MOST
PRECIOUS
RESOURCE**



THE **8 HABITS** OF HIGHLY PRODUCTIVE PEOPLE

Habit 1: Ruthlessly cut away the unimportant
(and Focus on the important)

Habit 2: Allocate breaks strategically
(Rest when you are tired)

Habit 3: Remove productivity pitstops
(Things that limit your productivity)

Habit 4: Tap into your inspiration
(Channel your inner muse)

Habit 5: Create barriers to entry
(Don't make yourself too accessible)

Habit 6: Optimize time pockets
(Make the best of every minute)

Habit 7: Set timelines (So things get done)

Habit 8: Automate everything possible
(Outsource, Delegate, Automate)

REDUCE STRESS

MAKE TIME TO REGENERATE

causes OF WORK-RELATED STRESS

- **EXCESSIVE WORKLOAD**
and/or not enough time to complete tasks
- **CONFLICTING DEMANDS**
and lack of clarity over roles
- **MISMATCH BETWEEN THE DEMANDS**
of the job and competence required
- **LACK OF INVOLVEMENT**
in making decisions
- ...

stress is OUR MIND AND BODY'S REACTION TO A SITUATION THAT IS OVERWHELMING

It can lead to burn-out, anxiety, depression and symptoms like high blood pressure, sleeplessness, stomach problems and back pain.

HOW IS STRESS managed¹ BY COMPANIES/ MANAGERS IN EUROPE?



WORKERS attribute² STRESS TO



¹ Pan-European opinion poll on occupational safety and health¹, EU-OSHA 2013 ² European Survey of Enterprises on New and Emerging Risks (ESENER), EU-OSHA 2010

The Effects of Stress

Physical or mental stresses may cause physical illness as well as mental or emotional problems. Here are parts of the body most affected by stress.

Hair:

High stress levels may cause excessive hair loss and some forms of baldness.

Brain:

Stress triggers mental and emotional problems such as insomnia, headaches, personality changes, irritability, anxiety and depression.

Muscles:

Spasmodic pains in the neck and shoulders, musculoskeletal aches, lower back pain, and various minor muscular twitches and nervous tics are more noticeable under stress.

Digestive tract:

Stress can cause or aggravate diseases of digestive tract including gastritis, stomach and duodenal ulcers, ulcerative colitis, and irritable colon.

Skin:

Some individuals react to stress with outbreaks of skin problems such as eczema and psoriasis.

Mouth:

Mouth ulcers and excessive dryness are often symptoms of stress.

Heart:

Cardiovascular disease and hypertension are linked to accumulated stress.

Lungs:

High levels of mental or emotional stress adversely affects individuals with asthmatic conditions.

Reproductive organs:

Stress affects the reproductive system causing menstrual disorders and recurrent vaginal infections in women and impotence and premature ejaculation in men.

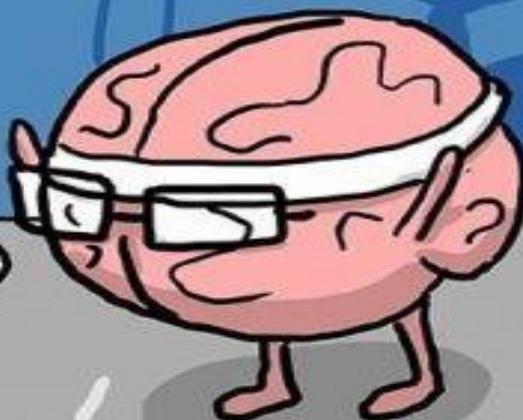


Design by: www.NurseLand.net

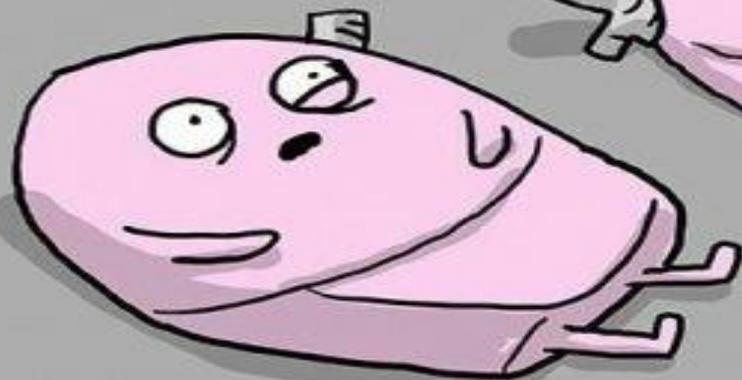
I see a light. Should I go into the light? I'm going into the light.

Give this note to my mother.

Hi Mom!
-L



WE HAVEN'T EVEN STARTED EXERCISING!



Yeah but we parked pretty far away!

