



It's Your Time, Use it Wisely

www.ewsnetwork.com

Employee Wellness
Solutions Network
Nutrition | Balanced Lifestyle | Fitness

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“Dost thou love life, then do not squander time, for that's the stuff life is made of.”

-Benjamin Franklin

Introduction



Our Two Best Teachers

Life & Time

Life teaches us to make good use of time.

Time teaches us the value of life.

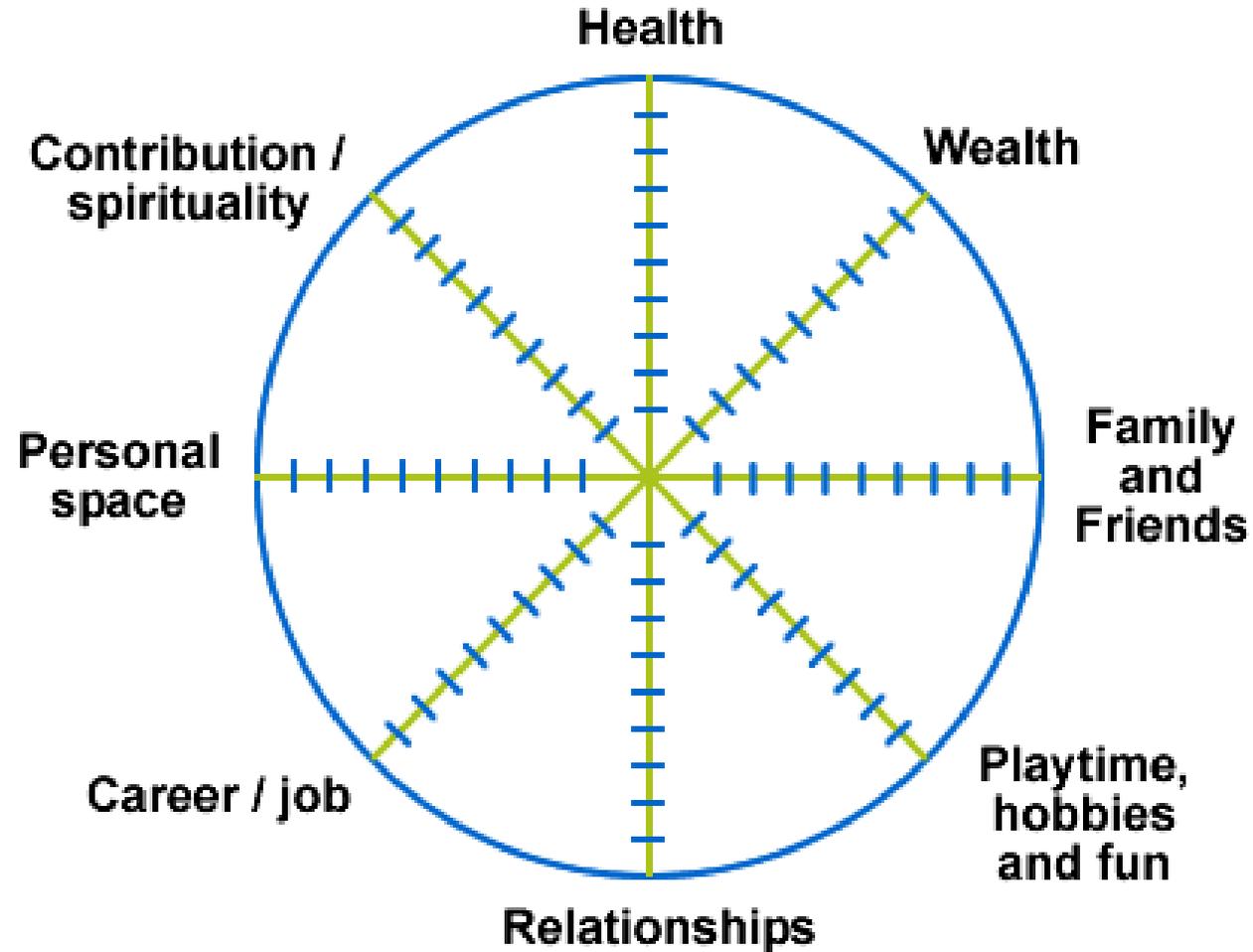


What Do You Value Most?



- Your values are the things that you believe are important in the way you live and work...are unstable and need to re-visited.
- They (should) determine your priorities, and, measure your sense of satisfaction with life.
- Values always exist, but are you living by them, making decisions around them?
- Your definition of success may determine your values.
- What is important to you?

Life Wheel – how balanced are you?



Focus on the Positive



Happiness Jar

Write down something that made you happy every day for a year, then open the jar and read about all the amazing things that happened.



www.mommypotamus.com



Meet Lisa....

Why is Time Management Important?



By implementing some time management, taking into consideration what Lisa values, she can:

- Balance the conflicting demands of work and personal life
- Determine priorities and set boundaries
- Reduce stress and pressure
- Maintain positive relationships both personal and professional
- See the problem, find the solution.

Getting more done with your available time.

Concentrate on **results**, not on being busy.

80:20 Rule

80% unfocussed effort generates only 20% results.

80% results achieved with only 20% effort.

Top 5 Tips



1. Set Goals
2. Manage Distractions
3. Don't Procrastinate
4. Breakdown Tasks and Delegate
5. Keep a To-Do List



#1 - Set Goals



<p>Specific</p> <p>S</p> <p>G</p> <p>What do you want to do?</p>	<p>Measurable</p> <p>M</p> <p>O</p> <p>How will you know when you've reached it?</p>	<p>Achievable</p> <p>A</p> <p>A</p> <p>Is it in your power to accomplish it?</p>	<p>Realistic</p> <p>R</p> <p>L</p> <p>Can you realistically achieve it?</p>	<p>Timely</p> <p>T</p> <p>S</p> <p>When exactly do you want to accomplish it?</p>
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10



FABULOUS at 40



WMC Workplace Medical Corp



Gratitude makes sense of our past, brings peace for today, and creates a vision for tomorrow.

100

YES YOU CAN



3:34:59



I am grateful for.....

measuredlive.com

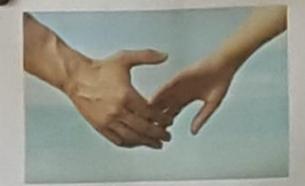
Employee Wellness Solutions Network

SOS

Sun Life Financial



FAITH



BUSINESS PLAN

St. Vincent de Paul Society of Neighbors helping neighbors



NEW WAY OF THINKING

SOMETIMES THE BEST THING YOU CAN DO IS NOT THINK, NOT WONDER, NOT IMAGINE, NOT OBSESS. JUST BREATHE, & HAVE FAITH THAT EVERYTHING WILL WORK OUT FOR THE BEST.

CHANGE

POSITIVE THINKING



PASSION COMPASSION

NB HOME



Worry Board



#2 - Avoid/Manage Distractions



- Take control of time wasters.
- Identify distractions and aim to minimize them.

Feeling productive? Get productive!

Find the time of the day when you have most energy, and plan your important work for that time.

Most Common Distractions:

Emails/Texts/Social Media/ Phone Calls

- Turn off your notifications
- Schedule a time to check it – 2-3x/day

Unexpected Visitors

- Suggest meeting later.
“Let’s talk Tuesday at 10:20 when I can give you my full attention.”
- Stand up when someone comes to visit, sending the message that this visit needs to be brief.

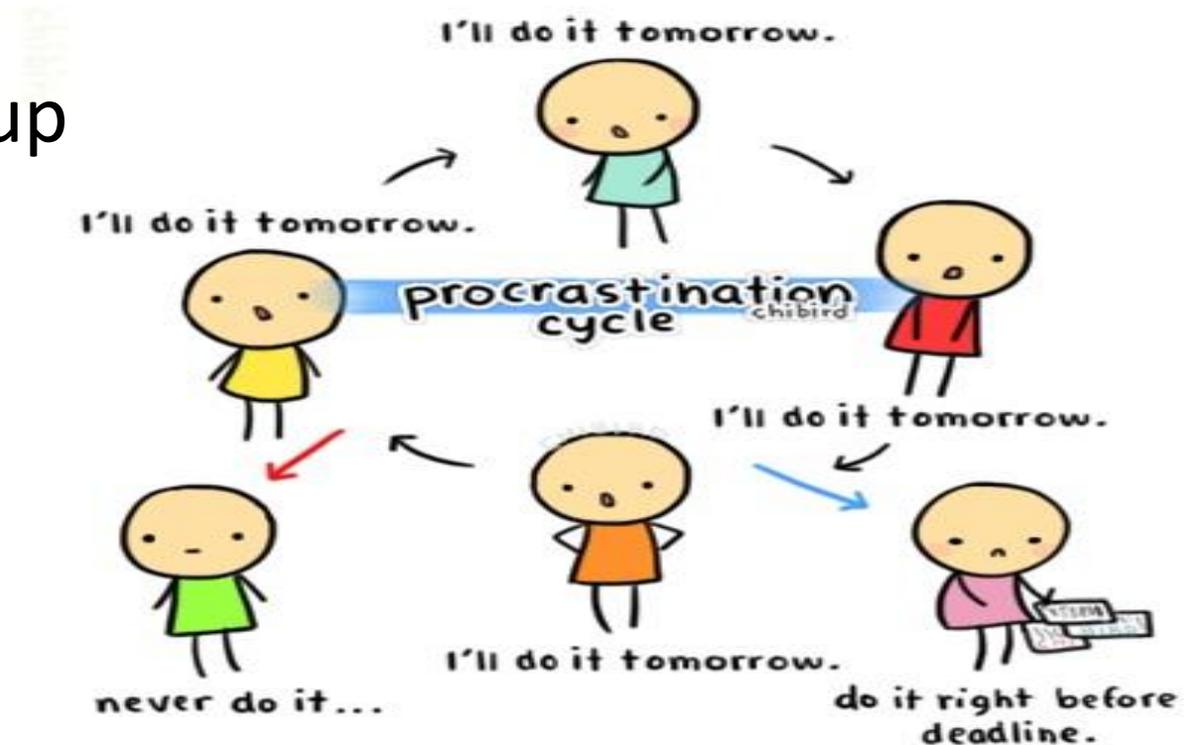


#3 Avoid Procrastination & Create Habits



- Commit to a task and follow through.
- Be accountable.
- Take care of things as they come up
- Tackle the tasks you don't enjoy early in the day.

Match to your energy cycle....



#4 Breakdown Tasks & Delegate

(it's OK to say no...)



- Be realistic as to what you take on.
- Overloading yourself means nothing gets done efficiently.
- It's ok (and necessary) to take a break
- Saying yes to everything leads to rushed work.

Delegate! How?

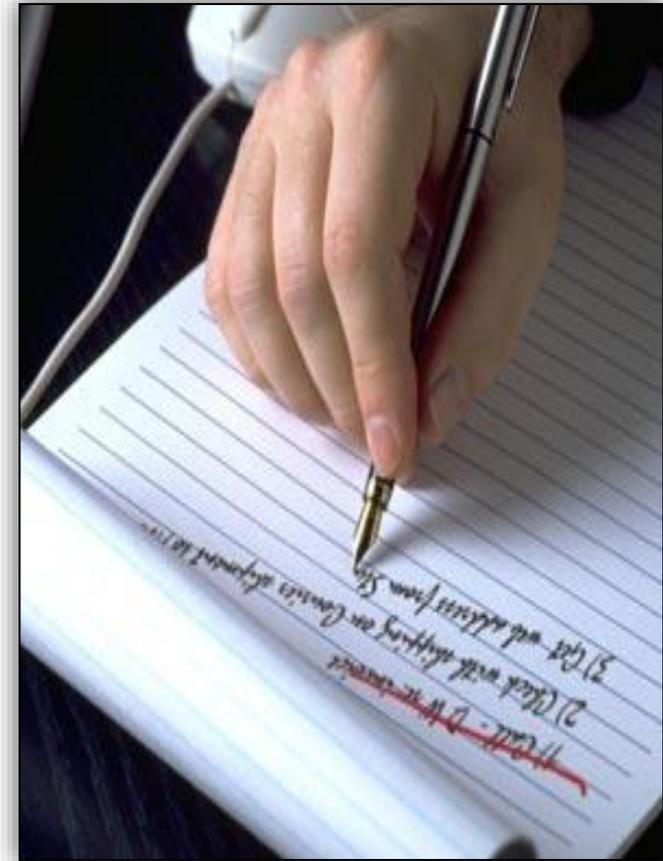


1. Clarify your expectations – why is it important?
2. Establish checkpoints – not every hour!
3. Delegate the results, not the process – doesn't mean micro-manage
4. Define your role – what support you will provide
5. Talk about consequences – results and expectations

#5 Use Lists and Prioritize

Is Your To-Do List Growing?

- List all of the tasks you need to complete.
- Organize tasks based on priority.
- Task of high priority should be at the top of the list.



Stay Organized



- R - READ
- A - ACTION
- F - FILE
- T - TOSS



Action Program



- Is “plan B” for growing to-do lists (over 20 tasks)
- Short, medium and long term goals
- Delegation
 - 1. Collect
 - 2. Prune
 - 3. Organize
 - 4. Prioritize



Meet Rebecca

Rebecca has been experiencing tremendous stress at her job. She's leading a large team through an important project, and it seems like every day finds her further and further behind with what she needs to get done.

Step 1: Collect



- Research our target market .
- Finish cost-comparison report.
- Research local MBA programs.
- Speak with employer about getting help with funding for MBA.
- Meet with Anthony to ensure he's acclimated to the team; find out if he's on schedule with his project commitme



Step 2: Prune



After considering each task, Rebecca realizes she doesn't really need to meet with her new team member, Anthony.

She spoke to him yesterday at lunch and he assured her that he was acclimating well to his new role, and was on track to get all his personal projects completed by deadline.

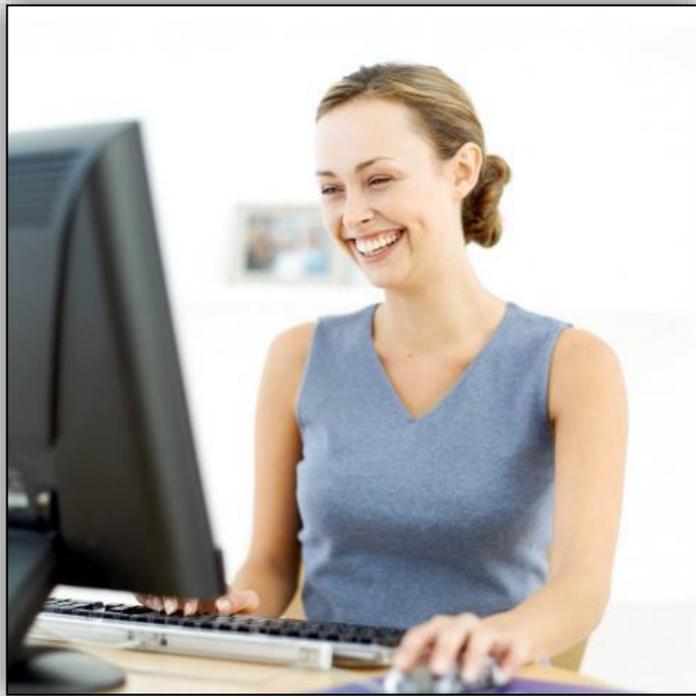


Step 3 Organize/Prioritize



Category	Task	Priority
Launch New Product	Research our target market to ensure advertising department is on the right track.	B
	Finish cost-comparison report.	A
Study for MBA	Research local MBA programs.	B
	Speak with employer about getting help with funding for MBA.	C

How does this apply?



To be well organized,
you need to be using
To-Do Lists or **Action
Programs.**



Time Management Apps



APP	Notes
Remember the Milk	Compatible with outlook, gmail, mobile, computer For managing several work and home tasks
Focus Booster	Help for procrastinating and feelings of being overwhelmed, anxiety with time pressures
Toggl	Alternative to time sheets Helps with clarity on time spent on projects
Dropbox	Sending large files, send the link instead! Free Access from anywhere – files are on a cloud
Evernote / Mind42	Productivity tool that captures ideas, thoughts, images
Trello	Tracks tasks on a dashboard (to do, in progress, completed)



time to

talk

Thank you for your time today!

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