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WHAT IS CAUSING YOU STRESS?

- Professional items
- Personal issues
- Combination of professional and personal items

Identifying the cause(s) of stress is the first step in making a plan and addressing the stress.
LEARNING OBJECTIVES

• Identify workplace stressors

• Review the impact of perfectionist tendencies

• Explore principles of time management

• Discuss tips for handling workplace stressors
COMMON WORKPLACE STRESSORS

- Time
- Resources
- Knowledge
- Technology—lack thereof or too much
- Communication challenges
- Procedures/policies
- Politics/relationships
- Environment
- Self-perfectionist tendencies

Stressors for one person may not be the same for another person.
### IMPACT OF "PERFECTIONIST" TENDENCIES

<table>
<thead>
<tr>
<th>Positive</th>
<th>Negative</th>
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<tbody>
<tr>
<td>• Attention to detail</td>
<td>• If can't give 110%, not worth doing</td>
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<tr>
<td>• Quality work</td>
<td>• Distorts perspective</td>
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<tr>
<td>• Reputation for excellence</td>
<td>• Puts you in the panic zone</td>
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<td>• Fear of failure</td>
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OVERCOMING "PERFECTIONISM"

- Define what is actually being requested—minimum needed
- Write down final product/result
- Break down results into manageable tasks with timelines
- Keep focused on list of tasks and defined results needed
OVERCOMING "PERFECTIONISM"

- Keep separate list of ideas/suggestions to "improve" results
- Identify the "worst-case scenario" if the request is not up to typical standards
- Choose wisely
"God put me on this earth to accomplish a certain number of things. Right now I am so far behind that I will never die."

- Bill Watterson, Calvin and Hobbes
A set of principles, practices, skills, tools, and systems working together to help you get more value out of your time (be more productive) with the aim of improving the quality of your life.
How do you decide what to focus on?
TIME MANAGEMENT PROCESS

1. Plan
2. Organize
3. Staff
4. Direct
5. Evaluate
TIME MANAGEMENT PROCESS

1. **Plan**—Specify goals

2. **Organize**—Create activities to achieve your goals

3. **Staff**—Ask for help, delegate tasks, and take advantage of supportive programs

4. **Direct**—Utilize positive reinforcement and reward yourself

5. **Evaluate**—Monitor your attitude and behavior and track your accomplishments
PRODUCTIVE TIME MANAGERS

• Use planning tools more effectively
• Think differently about priorities
• Plan for the unplanned
• Follow a schedule that can adapt to changes
• Get the important things done
• Can juggle several activities
• Have their short- and long-term goals in mind
• May keep a daily, weekly, and monthly schedule
• Do you feel lots of "little" tasks interfere with what you should be working on?

• Do you feel like you are not accomplishing anything of significance?

• If you were not dealing with all kinds of different tasks, what would you focus on?
KEY PERFORMANCE ACTIVITIES

• Complete projects
• Develop your staff
• Have time to strategize/implement efficiencies in processes
• Deliver in-depth trainings/improve communication
• Participate in other company projects
• Improve team morale
• Work on personal development
TIME MANAGEMENT MATRIX

The TIME MANAGEMENT MATRIX helps in prioritizing tasks by categorizing them into four quadrants:

1. **Urgent and Important**
   - Crises
   - Pressing problems
   - Deadline-driven projects, meetings, preparations

2. **Urgent but Not Important**
   - Interruptions, some phone calls
   - Some mail, some reports
   - Some meetings
   - Many proximate, pressing matters
   - Many popular activities

3. **Not Urgent and Important**
   - Preparation
   - Prevention
   - Values clarification
   - Planning
   - Relationship building
   - True recreation
   - Empowerment

4. **Not Urgent but Not Important**
   - Trivia, busy work
   - Some phone calls
   - Time wasters
   - "Escape" activities
   - Irrelevant mail
   - Excessive TV
HOW DO YOU USE TECHNOLOGY?

- Instant messaging/texting
- Building relationships
- Filing cabinet
- To-do list
- Try to avoid it at all costs
Never begin your day in your e-mail inbox. What? How can I?

- Do your planning first—understand priorities
- Check messages—focus only on ones related to Q1 and Q2 of the time management matrix
- Deal with non-priority emails in the afternoon (or low-energy time)
OUTLOOK WAS BUILT FOR...
1. Pay attention to your body's response to stress
2. Take stress breaks
3. Set boundaries
4. Build a support network
5. Re-evaluate tasks
6. Define balance for you
7. Exercise

Source: http://www.management-issues.com/
Write down two tips or concepts that you will "pledge" to implement within the next two days.

Remember it can take time for a change to become a habit. **Don't give up!**
FOR ADDITIONAL ASSISTANCE
CONTACT YOUR EMPLOYEE ASSISTANCE PROGRAMME (EAP)


