Manage your Time, Manage your Stress

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Wellness
LIFESTYLE EAP
Wellness at Work
800-989-3277
www.lifestyleeap.com
Assess your Time Management Skills

How Good is Your Time Management (Take the Quiz!)

• Goal Setting
• Prioritizing
• Managing Interruptions
• Addressing Procrastination
• Scheduling


How are you Managing your Time

http://www.psychologytoday.com/blog/dont-delay/200805/how-are-you-managing-your-time
Tips to Managing Your Time Well

“Time management skills are like shoes or a good pair of jeans — you may have to try several pair before you find just the right fit.”

Tips for Time Management

- [http://www.creativitypost.com/create/work_smarter_not_harder_21_time_management_tips_to_hack_productivity](http://www.creativitypost.com/create/work_smarter_not_harder_21_time_management_tips_to_hack_productivity)
Top 5 Rules of Time Management

1. PRIORITIZE – Golden Rule - Each day, identify the two or three tasks that are the most crucial to complete, and do those first

2. SAY NO or decline opportunities – say yes to those commitments that you know you have time for and that you truly care about

3. SLEEP 7-8 hours a night
   [Link to Cleveland Clinic Wellness website]

4. BE MINDFUL – concentrate - focus your attention and energy on the task at hand – put your phone away – listen to classical or ambient music or work in a quiet place

5. GET AN EARLY START and decide firmly to do it vs procrastinating
   [Link to Creativity Post article]
Additional Rules of Time Management

• Don’t Get Hung Up on the DETAILS - hello perfectionists! Press onward, and revise things afterward


• Cut back on Binge Watching – time spent browsing or getting lost in a show is the biggest drain on productivity

• Set a time frame for working on projects – set aside three hours for a project vs. work on it until it’s done

• Down Time - Taking breaks, taking a step back, getting outside perspective will help make the project better; walk, meditate, perform a mind-clearing exercise [http://www.refinethemind.com/focus-and-be-productive/](http://www.refinethemind.com/focus-and-be-productive/)
Make time for what’s important to you!

Create a Bucket List (https://www.bucketlist.org/)

• This month I will
• This summer I will
• By December I will

Create Goals!

• In 1 year I see myself accomplished in these ways –
• In 5 years –
• In 10 years –

It's all about the journey and the memories, friends and lessons we pick up along the way
goal list for this week

- make blog tutorial
- ship festival entries
- plan a date night
- brainstorm new note designs
- organize yarn stash
- re-stock shipping supplies

My Goal List
Age 24

1. Learn more about my family's genealogy
2. Become a pilot
3. Travel around the world
4. Join a swim team
5. Have children
Stay Organized!

Feng Shui and Space Clearing


Clean out your pantry and your mind!


Organization 101

• https://www.pinterest.com/lizafavaro/organization-101/

Add space and time to your schedule to subtract stress!

Make time for what’s important to you!

• Spend Time with Family
• Spend Time with Loved Ones
• Spend Time In the ZONE!
• Spend Time in Places that have meaning to you
• Train yourself to be Happier!

• [http://www.clevelandclinicwellness.com/mind/AMeaningfulLife/Pages/introduction.aspx](http://www.clevelandclinicwellness.com/mind/AMeaningfulLife/Pages/introduction.aspx)
• Live a Meaningful Life!

• [http://www.clevelandclinicwellness.com/mind/happiness/Pages/TrainYourselftoBeHappier.aspx](http://www.clevelandclinicwellness.com/mind/happiness/Pages/TrainYourselftoBeHappier.aspx)
Being in the NOW & Experiencing FLOW

How it feels to be in flow…

• **Focused**, completely involved in what we are doing

• A **state of ecstasy**, of being outside everyday reality

• Great **sense of clarity**. Knowing what needs to be done, and how well we are doing

• **Knowing that the activity is doable**, that our skills are adequate to the task

• **Sense of serenity**, no worries about oneself, feel part of something larger

• **Timelessness**, thoroughly focused on the present, time passes quickly

• **Intrinsic motivation**, whatever is produced in flow in reward in itself
HAPPINESS IS A Wonderful Choice
Make Time for Exercise

- **GOALS**
  - 30 minutes resistance 3 times per week
  - 30 minutes cardio 3 times per week

- Personal Training
- Group Classes
- Make it fun
- Make it a routine – lifestyle
- Be Strong!

- [http://www.clevelandclinicwellness.com/body/healthyweight/Pages/introduction.aspx](http://www.clevelandclinicwellness.com/body/healthyweight/Pages/introduction.aspx)
Make Time for Mindfulness & Relaxation Practice

• GOAL: practice 3-4 times per week
• Use Apps, CDs, Guided Meditations
• Basics of Mindfulness
• http://www.mindful.org/mindful-magazine/rewiring-your-emotions?gclid=CJ_UxYLzrb0CFYhaMgodvF0AHg
• Cleveland Clinic Resources
• http://www.clevelandclinicwellness.com/SearchCenter/Pages/results.aspx?k=stress+management
• Mindfulness Based Stress Reduction
7 Thoughtful Ways to Reduce Stress

1. Make stress reduction a priority
2. Be in the present
3. Use your senses
4. Think positively
5. Be curious
6. Find meaning
7. Keep troubles in perspective

http://www.clevelandclinicwellness.com/mind/stressless/Pages/ThoughtfulWaystoReduceStress.aspx
Today me will live in the moment, unless it’s unpleasant, in which case me will eat a cookie.

- Cookie Monster
Key Elements of Mindfulness

- **Attention**: “Paying attention”
- **Intention**: “On purpose”
- **Mindful Awareness**: “In the present moment, non-judgmentally”
- **Attitude**: Adapted from Shapiro et al. (2006). *J Clin Psychol.*
WHAT TOP MEDITATION EXPERTS STRUGGLED WITH MOST AS A BEGINNER

Regular Relaxation Practice WILL:

• Improve your ability to concentrate
• Help you bounce back from negative moods
• Improve creativity
• Improve decision-making
• Decrease your stress response
• Slow down the aging process
• Increase empathy

LOVING KINDNESS MEDITATION

May you be filled with loving kindness

May you be well.

May you be at peace and at ease.

May you be happy.

www.clevelandclinicwellness.com/StressApp
This year I will create a life full of health, happiness, and love for myself and my family.
Everyone is affected in some way by life-changing situations. These stress-producing problems can sometimes interfere with our work and our personal lives.

Available 24 hours a day, 7 days a week

1-800-989-3277

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