



Time Management and Work-Life Balance

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PEBTF

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Learning objectives

Time management and work-life balance

- Describe the basics of time management
- Assess how you are spending your time daily
- Discuss ways to better manage your time
- Learn the importance of work-life balance

• Your values

- List the 5 things you value most
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
- List the 5 things you spend the most time on
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

Do your lists
match
closely?

Understand your present use of time

- How are you spending your time?
- Keep track of the time you spend each day in each area:

Activity	Monday	Tuesday	Wednesday	Thursday	Friday
Spending time with family					
Work					
Cooking					
Walking the dog					
Exercise					
Relaxation techniques					

What is **time management**?

The ability to use your time effectively and increase your productivity and life satisfaction

Benefits

- ✓ Help you get more done
- ✓ Less stress
- ✓ More energy
- ✓ Help you feel more in control
- ✓ Improve your quality of life



Results of poor time management

- Missing deadlines
- Feeling overwhelmed or fatigued
- Spending time on non-productive activities
- Do not have enough time to spend with family or friends
- Do not have enough time to do things which you enjoy
- Being distracted from the important things
- Facing the day without plans or goals



Learn to manage your time

Planning your time

- Set realistic goals
- Establish your priorities and create a to-do list
- Develop a daily routine
- Prepare a weekly schedule or plan for each day
- Schedule your work to fit with your energy levels
- Get organized
- Plan your goals for each day the night before

Know your limits

- Understand your responsibilities
- Realize your true capacity
- Ask for help when needed

Defining and creating balance in your life



Home



Work



Self-care



Relationships

• Tips for balancing work and life

1. Understand that it can take effort to create balance, and there may be tradeoffs
2. Proactively decide on how you want and don't want to use your time
3. If change is needed, you are going to have to initiate it
4. Take time to reflect and identify what is important to you personally
5. Engage in healthy lifestyle behaviors so that you can be at your physical and mental best to handle all that you have to do
6. Make room in your schedule for friends and family
7. Consider challenging items and activities that you currently do to see if they still serve a valid purpose for you

Balance is key for life satisfaction

Make time for the things which you value

Step 1: Keep track of how you are spending your time

Step 2: Identify your values, and relate them to your current daily activities

Step 3: Assess the connection and whether you are spending your time on areas that are valuable to you



Setting a S.M.A.R.T. goal

Specific — Ask who, what, where, when, why

Measurable

Attainable/**A**chievable/**A**ction-Based

Realistic

Timely

Ask who,
what, where,
when, why

Set a
timeframe
to meet
the goal

How much,
how many,
how long,
how often

Next Steps...


- Track how you are spending your time over the next week
 - Notice times where you could be using your time more effectively and times where you are managing your stress
 - Use this exercise to improve upon your time management and work-life balance
- Re-evaluate your **S.M.A.R.T.** goal and leave it visible as a reminder of what you are wanting to accomplish this week



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Resources




Make Physical Activity A Habit For Your Kids!

Physical activity is important for our health and making it a part of your child's day is a great way to foster a healthy lifestyle early on. With the summer months ahead, it is a great time to keep your child active. Click through our Health Topic for tips.

Videos




Recipes



You are what you eat... Every 35 days, your skin replaces itself and new cells are made from the food you eat. What you eat literally becomes YOU. So choose wisely with these Healthy Recipes.


Interactive Tools

Asthma & Respiratory




Respiratory conditions are long-term, but they don't have to limit you. Learning all you can about asthma is the first step to living the life you want.

Bones, Joints and Muscles




It's not uncommon to have aches and pains in our bones, joints, and muscles. Learn more about possible causes, prevention and treatment methods.

Cancer




Facing cancer can be scary and most people have lots of questions. Our cancer topics cover many types of cancer to help provide the answers you need most.

Children's Health




Keep your children focused on well-being from a young age and check out our content to learn more about ways to manage their health.

Decision Points








These decision tools will help you decide if certain treatments, medications and procedures are right for you and your family.

Diabetes



This section will teach you about well and controlling your blood sugar levels. You'll learn how to manage diabetes and prevent further health issues.

Healthy Recipes

Asparagus With Lemon Sauce


Lemon sauce makes fresh asparagus the perfect side dish for fish, scallops, chicken, or meat dishes

[Printer Friendly](#)

Prep time	Cook time	Yields	Serving Size
5 minutes	10 minutes	4 servings	5 spears, 1 1/2 tsp sauce

Ingredients

20 medium asparagus spears, rinsed and trimmed
1 fresh lemon, rinsed (for peel and juice)



calories	39
total fat	0 g
saturated fat	0 g
cholesterol	0 mg
sodium	107 mg
total fiber	2 g
protein	2 g
carbohydrates	7 g
potassium	241 mg

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Thank you

