

Personal Effectiveness Program

Time and Stress Management

Sample Slides

Time Management Cycle



Applying the 80/20 (Pareto) Rule

The 80/20 rule says that spending the same amount of time in different priorities produces different returns

It says that we ought to focus on the 20% of activities that produce 80% return

What are your current daily activities that you are spending 20% Effort gaining 80% Return?

What are your current daily activities that you are spending 80% Effort gaining only 20% Return

How to say “No” appropriately

Always express your wish to comply, then either:

- Give an explanation (eg other deadlines)
- Offer an alternative (eg another person or I can show you)
- Offer to do it later (when you are not busy)
- Offer to do part of the task (that's possible for you).
- Ask your boss to help you prioritise. (getting support)
- Ask for time to think about it. (to rearrange your schedule)
- You always need a basis for saying No if you want to preserve the relationship

Batching vs Multi-tasking

Batching

- It is more efficient to do similar tasks together
- Eg email, telephone, admin, appraisals...
- Addressing common issues in meetings, emails, policies and procedures, training

Multi-tasking

- Aren't as good at
 - Filtering out irrelevant details
 - Remember information
 - Switching between tasks

Scheduling interruptions

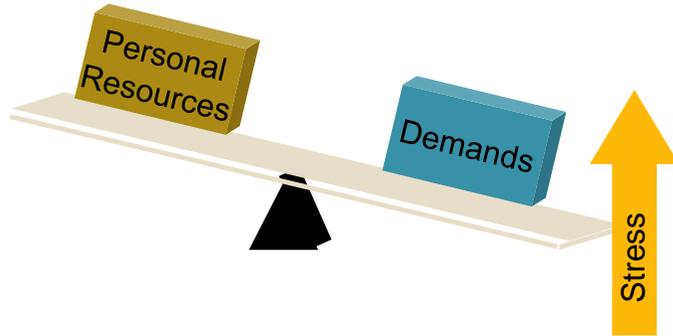
Anything that stops you doing your priorities is an interruption

- Including emails, phone calls, co-workers
- Schedule time to respond to these 2-4 times a day
- Put these times after protected chunks
- Eg check emails and return phone calls at 11am and 4pm each day
- When someone interrupts you. Say "I'd love to be able to help you, I can help at 11am"

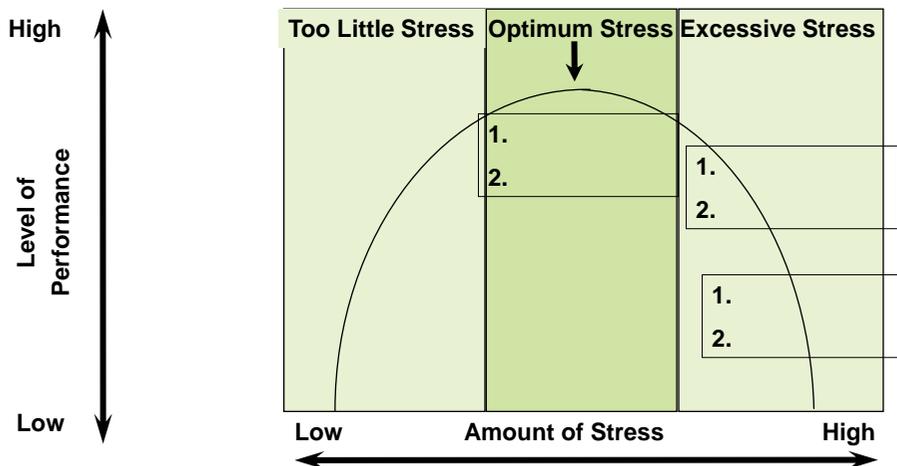
What is Stress?

A condition or feeling experienced when a person perceives that demands exceed the personal resources the individual is able to mobilize

Stress is an internal alarm system that prepares your body for action in response to any real or perceived threat or fear. In moderation, stress is natural, normal and necessary.



Your Stress Indicators



Specific shifting techniques

Reframing

- A technique to change the way you look at things in order to feel better about them.
- There are many ways to interpret the same situation so pick the one you like.
- Re-framing does not change the external reality, but helps you view things in a different light and less stressfully.

Positive Thinking

- Stress leaves us vulnerable to negative suggestion so focus on positives. Negativity wastes energy
- Focus on your strengths
- Look for opportunities
- Seek out the positive - make a change.
- Practice "I can" rather than "I can't"

Re-writing your self talk

- We tell ourselves "It's overwhelming", "Here we go again", "This won't work"
- Instead say "I'll take it step by step.", "This time things can be different." and "I'll give it another try."

Cognitive Restructuring

Understanding and turning around negative thinking.

Puts unhappy, negative thoughts "under the microscope" and challenges them

In many cases rescripting the negative thinking that lies behind them.

They reduce the quality of our performance and

Is important because negative moods unpleasant for us, and

It helps us approach situations in a positive frame of mind.

They undermine our working and social relationships with other people.