


Maximize Your Minutes

Kelli Bradshaw,
B.S., CHES




HEALTHY UTAH
WWW.HEALTHYUTAH.ORG

Time & Health




The Stress Curve



Effective time management means...

- Recognizing control
- Breaking old habits
- Enhancing work experience
- Accomplishing goals





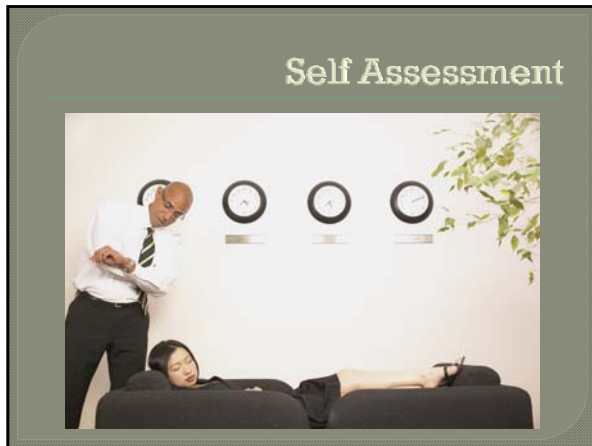
Benefits of Time Management

- Increase productivity
- Identify priorities
- Accomplish goals
- Control stress
- Balance your life






Examples



Obstacles to Effective Time Management

- Unclear objectives
- Disorganization
- Inability to say "no"
- Interruptions
- Overload
- Stress and fatigue
- All work and no play



What Can We Do?

- Set Goals
- Organize
- Prioritize
- Learn



Set Goals

- Specific
- Measurable
- Achievable
- Realistic
- Time-based



Example

- Improve department communications.



SMART

- Research, develop, and submit recommendations for improving department communications by December 31, 2009.



Organize

- Think & plan
- Schedule carefully
- Set deadlines
- Create a habit of organization
- Get a jump on tomorrow



Prioritize

- Do
- Delegate
- Delay
- Delete



Learn

- Be flexible
- Biological time
- Concentrate on efficiency
- Tune out interruptions
- Learn to say no



Review



Set Goals



Organize



Prioritize




Learn





“Time = life; therefore, waste your time and waste your life, or master your time and master your life.”

~Alan Lakein



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