



Building a Balanced Life

Presented By | HealthCheck360





AGENDA

Why time management is important

Tips on building a better balance



TIME MANAGEMENT AND STRESS

Common symptoms

- Irritability
- Fatigue
- Difficulty concentrating
- Forgetfulness
- Loss of sleep
- Headaches and other physical symptoms
- Depression

Managing your time can help your stress!



TIME MANAGEMENT

**“You don’t manage time,
you manage choices”**

Do a time audit

- Where can I create more time?

Make a plan

- Goal Setting



Do First

Do Later

Don't Do

ORGANIZATION

Planning

- **Schedule**
 - Reduce the scope, stick to the schedule
- **Prioritization**
 - Urgent vs. important
 - Do the most important things first
 - Eliminate half-work
- **Combine tasks**
 - Chunking
- **20-minute rule**



TIME MANAGEMENT

Communication

- Saying “no”
- Delegation

Start somewhere

- 5 minutes

Take breaks

Digital detox



SUMMARY

Time management is a skill

Track

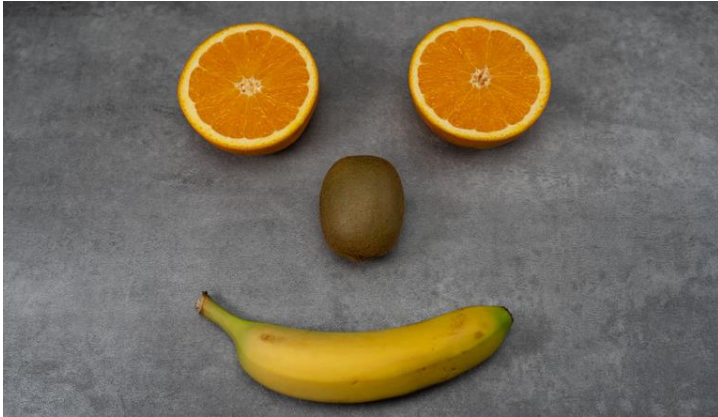
Set realistic goals

Make a plan

Do what you can!



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LIFESTYLE REWARDS

1. True or False: Time management has nothing to do with our stress levels.

a. True

b. False

2. What was one James Clear tip mentioned?

a. Reduce the scope, stick to the schedule

b. Digital detox

3. What was one Tony Robbins tip mentioned?

a. 1-hour rule

b. Chunking

****If your company has elected questions for lifestyle rewards, it will be noted when you submit on your myhealthcheck360 account.****



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