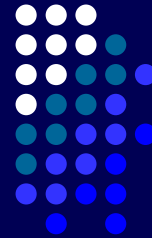


Time and Stress Management: How NOT to Sweat the Small Stuff

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Learner and Outcome Objectives

1. Analyze the use of your time – what are you doing day in and day out and what needs to change
2. Understand how best to delegate your workload
3. Gain tips on running more effective meetings
4. Understand steps to take which will help balance your personal and professional life
5. Discuss tools and techniques that lead to efficiency, effectiveness and stress reduction



Polling Question



Besides you, how many paid staff are in your program?

1. 1-5
2. 6-10
3. 11-15
4. 16 – 20
5. More than 20

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What is your current reality?



Do you feel in control of your time and your life?

When does that happen?

What will you do in the future to be more in control?



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Polling Question



Describe your typical state regarding control of your time and your life.

1. Totally in control
2. Mostly in control
3. Sometimes not in control
4. Rarely in control
5. Totally overwhelmed



5

Steps you can take to be more in control.



Major obstacles and challenges that people face.



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Effective time management is a primary means to a less stressful life. These practices can help you reduce your stress and reclaim your personal life.



1. Plan each day, week, month, year. Be very clear and realistic about goals and have criteria for measuring success.
2. Prioritize and set realistic deadlines so that they are helpful, not another cause of stress.
3. Learn to say no. You can't be all things to all people.
4. Ask for help. Face what isn't working and take appropriate steps.

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5. Know when to hold them and when to fold them.
6. Hold yourself *and others* accountable.
7. Avoid striving for perfection but realize that in today's world, it is essential to go the extra mile. Accept that.
8. Delegate. Delegate. Delegate.

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9. Do a quality job the first time around. Develop systems so you aren't reinventing the wheel.
10. Break large, time-consuming, difficult tasks into smaller tasks.
11. Evaluate how you're spending your time by keeping a log and then making course corrections.



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12. Get plenty of sleep, have a healthy diet and exercise regularly.
13. Take breaks/vacations regularly.
14. Don't procrastinate. Successful people have a bias for action.
15. Avoid living/working in clutter. Streamline and simplify.
16. Don't overanalyze or obsess.
17. ALLOW TIME TO THINK by ensuring quiet time.

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18. Accept ambiguity and change.
19. Demand the best, up to date technology possible within reasonable parameters.
20. Be a life-long learner. Mistakes are ok.
21. Practice Kaizen – Japanese word for continuous improvement.
22. Be good to yourself. Always. You are worth it.



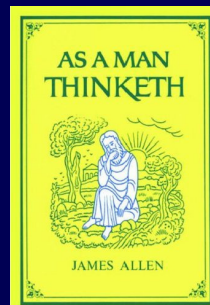
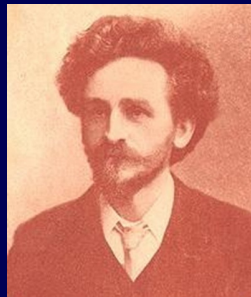
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23. Manage your own attitude, self-talk and morale. Believe in yourself.



“You are today where your thoughts have brought you; you will be tomorrow where your thoughts take you.”

James Allen, author of *As a Man Thinketh*



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24. Acknowledge your accomplishments.



“I look back on my life like a good day’s work;
it is done and I am satisfied with it.”

*Grandma Moses –
American folk artist
who lived 101 years*



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External

Factors

- Physical environment
- Job, boss, colleagues
- Relationships with others
- Home, children, family
- Situations & challenges
- Financial problems
- Daily expectations
- Chaotic continuum

Internal

Factors

- Nutritional status
- Overall health/fitness
- Emotional well-being
- Amount of sleep
- Inability to accept uncertainty
- Pessimism
- Perfectionism
- Lack of assertiveness
- Too many expectations

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Polling Question:



How comfortable are you in delegating to staff and volunteers?

1. *Very comfortable, it comes easy.*
2. *Moderately comfortable.*
3. *I do it, but it is not easy.*
4. *Kind of rough and uncomfortable.*
5. *I have a great deal of difficulty delegating.*

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Delegate!!!!



- Getting work done through other people
- Could be staff and/or volunteers



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5 Steps to Delegating



1. Leader/supervisor analyzes the task, goals, resources, deadlines, deliverables.
2. Identifies knowledge, skills and attitudes needed by the delegatee.



5 Steps to Delegating



3. Develop a delegatee check list of what needs to be done
4. Inform other employees that delegatee will carry out these responsibilities
5. Conduct regular feedback sessions

Polling Question



How valuable are your meetings?

1. They are critical to our organization.
2. They are valuable most of the time.
3. They serve some purpose.
4. Most of the time, they are a waste.
5. Meetings are always a waste of time and resources.

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Running More Effective Meetings



1. Be sure there is a reason for the meeting
2. Always thoroughly plan before the meeting, allowing time for spontaneity
3. Think of ways to surprise, delight and challenge
4. Frame the goals at the start – what does success look like and provide appropriate history and context
5. It is the staff's role to guide the meeting with the volunteers

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6. Keep discussion on track
 - Summarize
 - Restate issues and goals
 - Ask and clarify

7. Look around – are people engaged? Try to bring all attendees into the discussion

8. Keep the conversation focused



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9. Address the “elephant on the table” if it is there!
10. Seek common ground
11. Leave with clear action items, measurable objectives and next steps including deadlines
12. Summarize accomplishments and evaluate the effectiveness before adjourning
13. Follow up with thank you’s, minutes, and dates of future meetings

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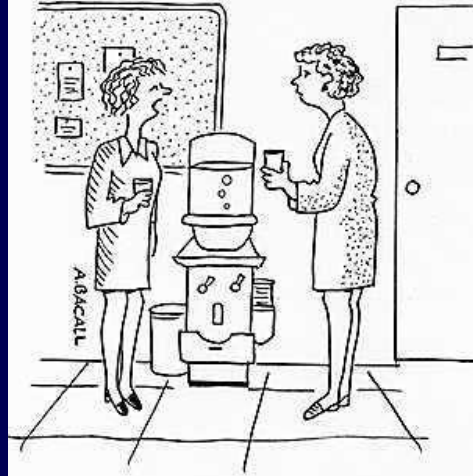
“Today is the tomorrow I worried about yesterday.”



We all sweat the small stuff.

Get in touch with the small stuff in your life that you sweat.

Decide what it takes to stop sweating the small stuff.



"I enjoy sweating the small stuff. It adds to my fitness workout."

Gross National Happiness vs. Gross Domestic Product



In Bhutan, the calculation of “wealth” considers aspects besides economic development.

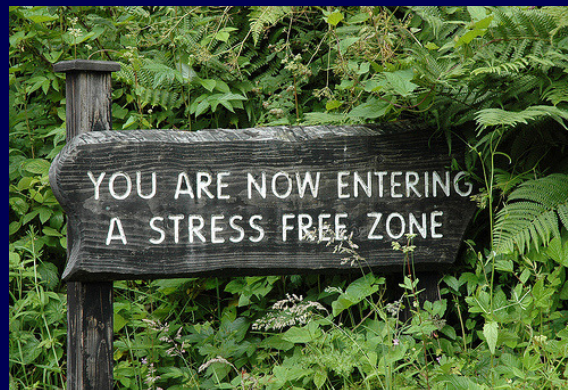


9 Dimensions:

1. Psychological well-being
2. Health
3. Use of time
4. Community vitality
5. Education
6. Culture
7. Environment
8. Governance
9. Standard of living

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What are the things you can do immediately to manage time and stress more effectively?



Example of a Life Plan



- 1 minute daily – thank the universe for opportunities
- Smile every day to boss, family, friends, colleagues
- 10 minutes daily – meditate
- 5 minutes daily – list positive aspects of day
- 5 minutes daily – plan the next day before bedtime



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Example of a Life Plan



- 1 hour each Sunday – plan the week
- 1 day each month – social responsibility project
- 1 day of week – spend with friends
- 2 days a week – fitness, yoga, relaxation
- Once a year at least – do something you want to improve or overcome challenge

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Summary – what to do tomorrow



- Like and value yourself
- Treat yourself to special things – splurge, private time, walk in the woods
- Spend time with friends/colleagues
- Ask for help
- Say no when necessary
- Smile as often as possible
- Acknowledge your many accomplishments
- Be spontaneous!!