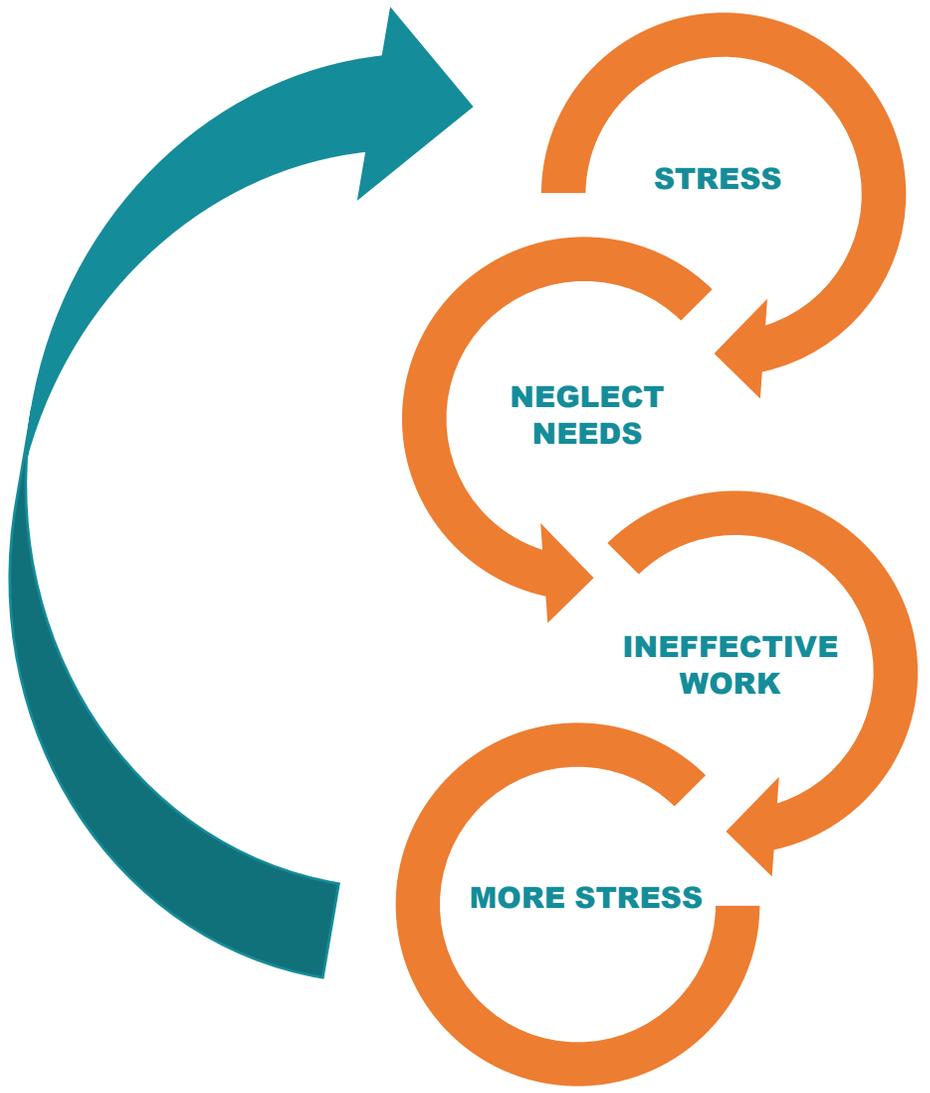


JUST GETTING THINGS DONE (AND GETTING OUTTA HERE)



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Stress = the perception that the demands placed on us exceed our resources to meet them.



2 STEPS TO MANAGING STRESS:

MANAGE THE DEMANDS
RENEW OR BOOST YOUR RESOURCES

MANAGING THE DEMANDS:

- Prioritizing
- Efficiency
- Time Management

RENEWING YOUR RESOURCES:

- Maintaining your motivation.
- Preventing/coping with burnout.
- Keeping a constructive mindset.





MANAGING THE DEMANDS

PRIORITIZING
EFFICIENCY
TIME MANAGEMENT

PRIORITIZING IN 4 STEPS

1. Make a list. Include projects, obligations, studying, leisure activities, EVERYTHING.
2. Sort items on the list into this matrix:

URGENT AND IMPORTANT/VALUABLE	URGENT BUT NOT IMPORTANT/VALUABLE
NOT URGENT BUT IMPORTANT/VALUABLE	NEITHER URGENT NOR IMPORTANT/VALUABLE

What does this tell you about where your time is best spent? How does this match what you're doing?

(Hint: The important but not urgent tasks (like long-term and independent projects) tend to get pushed to the backburner. The urgent but not necessarily important tasks (like that text message or email that just popped up) tend to be distractions.)

3. Make your schedule. Set aside 3 kinds of time:

WORKING HOURS

- Time for focused energy.
- Block regular time for most valuable tasks (urgent or not).

“OFFICE HOURS”

- Create margin for urgent but less valuable things that come up.
- Schedule urgent but not important things during this time as much as you can to reduce interruptions during your working hours.

LEISURE HOURS

- Time for recharging is essential to your overall productivity, motivation, and sanity.

4. Make the cuts:

- Cut out the neither urgent nor important/valuable as much as you can.
- Cut the things taking up your time, attention, and energy (aka, your **bandwidth**) that aren't contributing to your overall forward movement.

MARGIN

- Give yourself a buffer when you estimate time and set deadlines.
- Don't forget to consider time for routine tasks (we tend to underestimate if not ignore this).
- Leave some time unscheduled to absorb overflow from working or office hours.

9 EFFICIENCY TIPS

- No multi-tasking.
- Know what you're supposed to be doing *before* the allotted time. Planning the night before increases your chances of following through.
- Add structure – use a calendar, make a schedule.
- Use your optimal work time wisely.
- Take care of yourself to stay at peak performance.
- Keep an inventory of 2-minute tasks you can do in small pockets of time.
- Have a way to capture stray thoughts and ideas without getting totally sidetracked.
- Set aside daily time for worry, brainstorming, and problem solving.
- Balance attention to detail with forward momentum.



REMEMBER THIS ONE SIMPLE TRUTH:
WORK EXPANDS TO FILL THE TIME WE GIVE IT.

Wherever possible, give your tasks a starting and stopping point.

3 EASY TIME MANAGEMENT STRATEGIES

POMODORO TECHNIQUE
BATCHING
1-2 WEEK SPRINTS



POMODORO TECHNIQUE

- 25 minutes of focused energy, 5 minutes off.
 - Use a timer to keep yourself honest.
 - Try to take breaks away from a screen – research shows that checking email or reading an article fatigues your brain the same way that work does.
- Repeat 3-4 times, then take a longer break (20-30 minutes).
- The key is focused energy on either ONE task or a group of very short related tasks during your 25-minutes on.

BATCHING

- Each new task requires warm up and cool down time – sometimes as long as 15 minutes.
 - You don't stay "in the zone" when you switch from one thing to another.
- Complete like tasks as a batch until they add up to at least 25 minutes (e.g., check all of your email and social media together twice per day rather than sporadically throughout the day).
- Batch in long stretches of 4-8 hours to put in focused attention to ONE overall task.
 - Think of it like a work retreat.
 - Remember to take breaks.
 - Use the Pomodoro technique.

1-2 WEEK SPRINTS

- Useful in setting milestone deadlines.
- Focus on ONE project and working toward ONE milestone.
- Spend either all of your working time or set aside special “sprint” time for these tasks.

RENEWING YOUR RESOURCES

MOTIVATION
BURNOUT
MINDSET



WHY ARE YOU HERE?

You didn't get here by accident. When you're feeling frustrated or discouraged, remind yourself of why you signed up for this and where this will take you.

If you're feeling far from this, ask yourself if you can make choices that will put you back in alignment with your big why.



HOW TO BOOST MOTIVATION

- Remembering your why, and see the bigger picture.
- Balance challenge and skill level to stay in the zone (aka flow).
- Ask yourself, “What worked and can I do it again?”
- Practice good self-care to prevent burnout.
- Connect with people sharing your goals.
- Celebrate little victories along the way.

BURNOUT

HOW DOES IT HAPPEN?

Often starts with desire to prove oneself, working harder and harder, and denying own needs.

Progresses to exhaustion, isolation, low motivation, inner emptiness, irritability, feelings of depression, cynicism, detachment, pessimism, and lower productivity.

Sound familiar?

HOW TO PREVENT BURNOUT

- Leave time for positive, engaging, productive activity – that's *NOT* work-related.
- Think: Recharge vs. unplug.
 - What will restore your energy?
- Set actionable goals (*SMART* goals: *specific, measurable, actionable, realistic, timely*).
- Follow your curiosity.
- Focus on health and alignment rather than juggling **all the things**.

GET YOUR HEAD IN THE GAME

MINDSET TRAPS
MINDSET TIPS
2 MINDSET EXERCISES



MINDSET TRAPS	MINDSET TIPS
<ul style="list-style-type: none">• I can't.• Pessimism.• Focus on what you don't want.• Focus on problems.• Perfectionism.• Imposter syndrome.	<ul style="list-style-type: none">• Reframe can't to won't, don't want to, don't know how yet, and what are you willing to do about it?• Focus on what you want.• Focus on possibilities and solutions.• Focus on forward movement.• Celebrate small victories.• Focus on how you are alike and connected rather than how you are different.

ZOOM IN OR ZOOM OUT

Zoomed in too close = obsession, dwelling, taking things out of context

Zoomed out too far = getting WAY ahead of yourself, trying to please everyone, trying to do too many things at once

Bring it back into focus by pulling your thoughts back to the present moment, taking one thing at a time, and remembering the bigger picture.

AFFIRMATION



SUPER QUICK AFFIRMATION EXERCISE

What's the first defining moment or big accomplishment that comes to mind?

What is it about you that made that possible?

Do you see that anywhere else in your life?

Can you use those qualities, strengths, or talents now?

Turn these answers into a quick statement that you can remember and repeat to yourself in times of stress or uncertainty.

Want to talk to someone?

Find out more about U of A Counseling and Psych Services:

www.health.arizona.edu/counseling-psych-services

Or use your UA login details to set up a free account
with our Well Track self-help app at
<https://arizona.welltrack.com/>