

# Are You Managing the Volume of Your Work or is it Managing You?



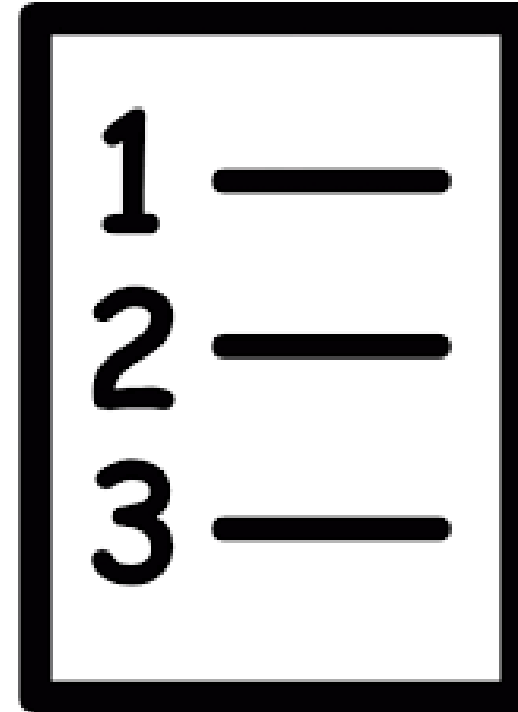
# Schedule of Events

- Volume of Work
- Is Time Management a Thing?
- Identifying your Work Value
- Streamlining your Skills
- Applying your Skills
- Lessons Learned
- A Moment of Gratitude for Work Well Done
- Safe Travels



# Individual Activity

Write on a piece of paper 10 projects or tasks you are currently working on and need to start work on.



A diagram of a notepad with a thick black border. Inside the border, the numbers 1, 2, and 3 are written vertically on the left side. To the right of each number is a horizontal line, representing a list of items to be written on.

1	—
2	—
3	—

# Time Management

Shout out some ideas!



# Partnership Activity

- Pick a partner!
- Introduce Yourself!
- Say the following:
  - I see you
  - I hear you
  - What you say matters



# Identifying Your Work Value

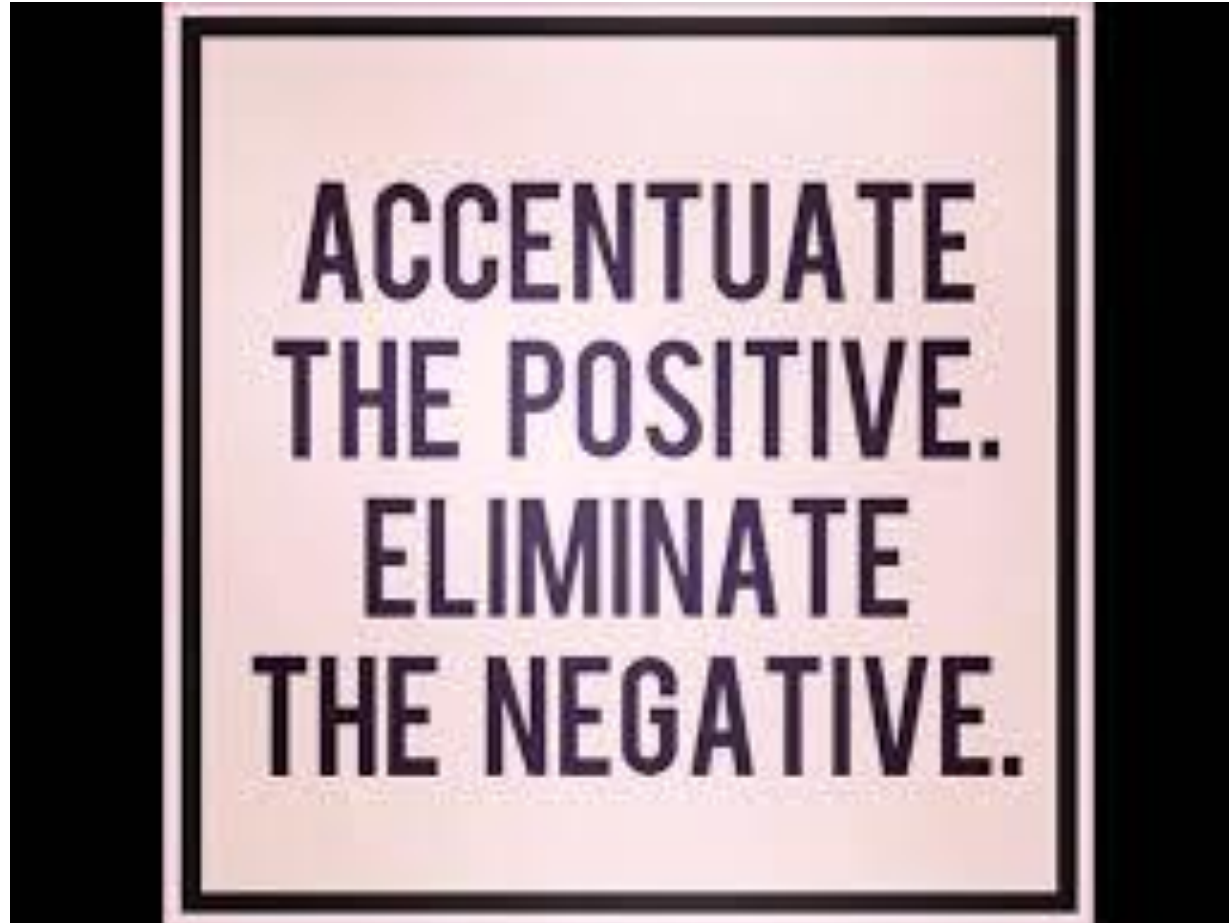
What Do I do Well In My Work



What Would be a Gentle Weakness in My Work?

**TODAY I WILL  
WORK ON MY  
WEAKNESSES**

# Look for a Positive About Your Weakness





# How Could this Positive be Used to Positively Impact Your Work?



# What have we identified?

What is Important to you

Attached to what you value at work.

**IMPORTANT  
NOTICE**

# Go to your list of Projects/Tasks

Write beside each item  
what category you feel  
each project or task falls  
under

- Important to Me
- Important to the Organization
- Urgent

1	—
2	—
3	—

# Planning and Prioritizing

	Urgent	Not Urgent
Important	<b>I Important and Urgent</b>	<b>II Important, but Not Urgent</b>
Not Important	<b>III Urgent, but Not Important</b>	<b>IV Not Urgent and Not Important</b>

# What are your Top Three Priorities?

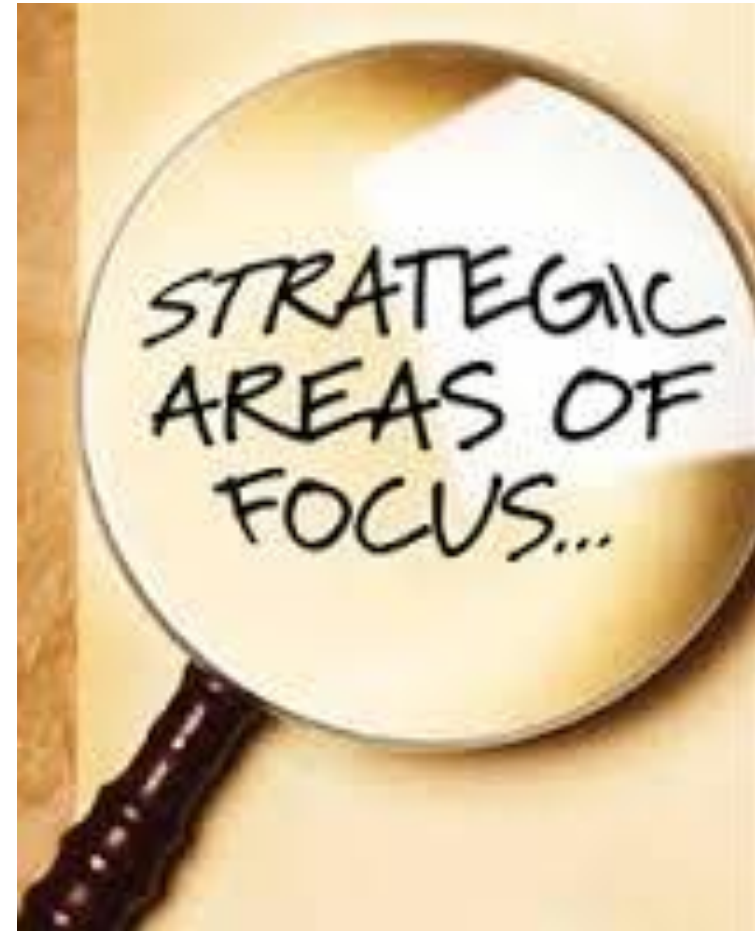


# What are the Top Three?

**Describe to your partner how you arrived at your top 3.**



**Of the three can you identify one that is the focus of your day?**



# You can't Manage Time

- You can manage yourself
- You can manage others
- You can manage your space





# Be Kind to Yourself

**Celebrate Your  
Accomplishments!**



# Gratitude

Give the gift of gratitude today

If it feels right—

- Share with your partner something you are grateful for about your work
- Share with your partner a moment of gratitude you experienced from them



# Safe Travels

