How to Manage Your Time & Avoid Personal Burnout

Drive By MBA
Micro Webinar
10.07.2020

Key Takeaway:

Due to pandemic-forced disruption, *trade old time management strategies for updated or new ones*. Review, reevaluate and rethink how you manage time – both professionally and personally.

Restructure your day

- ► Abandon rigidity: conceive of multiple, workable schedules
- ► Identify 1-3 "musts" for each day; calendar those activities first
- ► Identify personal production peaks; schedule work at those times
- ► Forgive yourself (& others) when the day gets blown up; get back on track gradually

Adopt micro-practices

- ► Do what's quick, easy & ties to the new routine
- ► Set 1 self-rewarding priority for each day: what will make you feel like you accomplished something?
- ► Block out time nuggets: for curve-balls or sanity checks
- ► Do micro-check ins; just say "Hi" *on a routine basis*
- ► Establish on the job micro-practices, plus some for your personal life

Reduce device time

- ► Fully exit apps and turn off pings, alerts, reminders, etc. while focused on vital tasks
- ► Reserve time to charge devices during the workday – somewhere out of reach
- ► Only check COVID and/or political news feeds in the early a.m. or late p.m.
- ► With your team, reset expectations for responsiveness
- ► Keep yourself accountable; keep a log