How to Manage Your Time & Avoid Personal Burnout

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