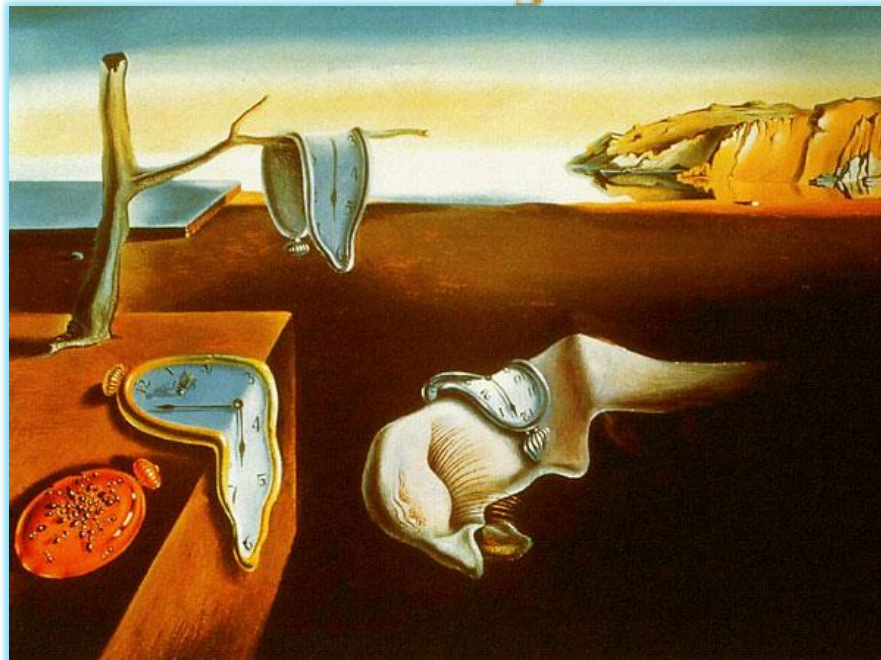


Dagmar Renner

esundheitsmanagement

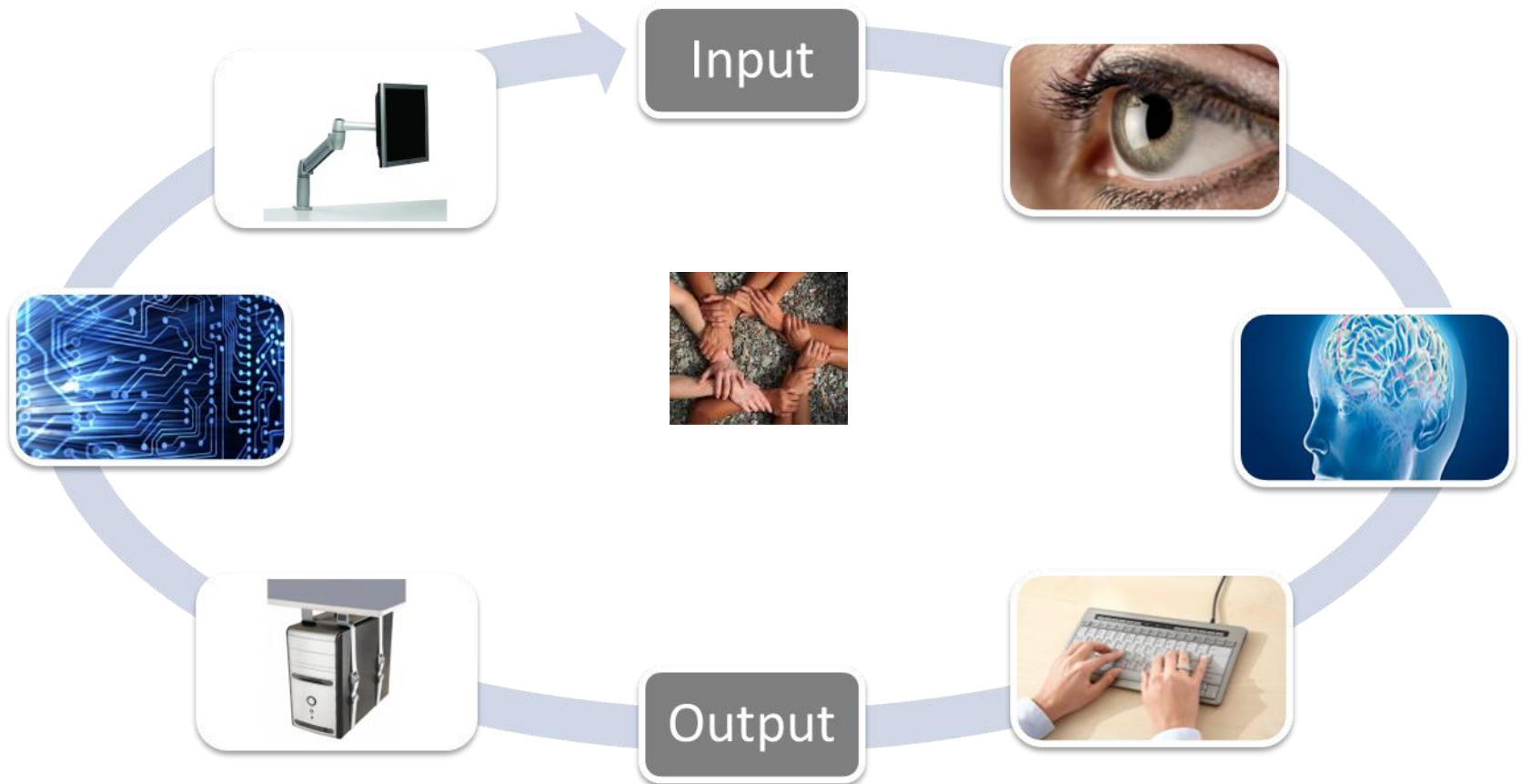
Personal Mastery I
Work-Life-Balance
9th October 2015

3.00 – 4.30 p.m.
Break – 15 minutes
4.45 – 6.15 p.m.



Time management – Manage yourself – Self-awareness

Input - Output



Manage Yourself!

The benefit for me is ...



Workshifting Benefits: The Bottom Line

Manage Yourself!

The benefit for me is ...

Improved concentration

Higher work efficiency

Less conflict

Higher creativity

Emotional balance

Work-life balance

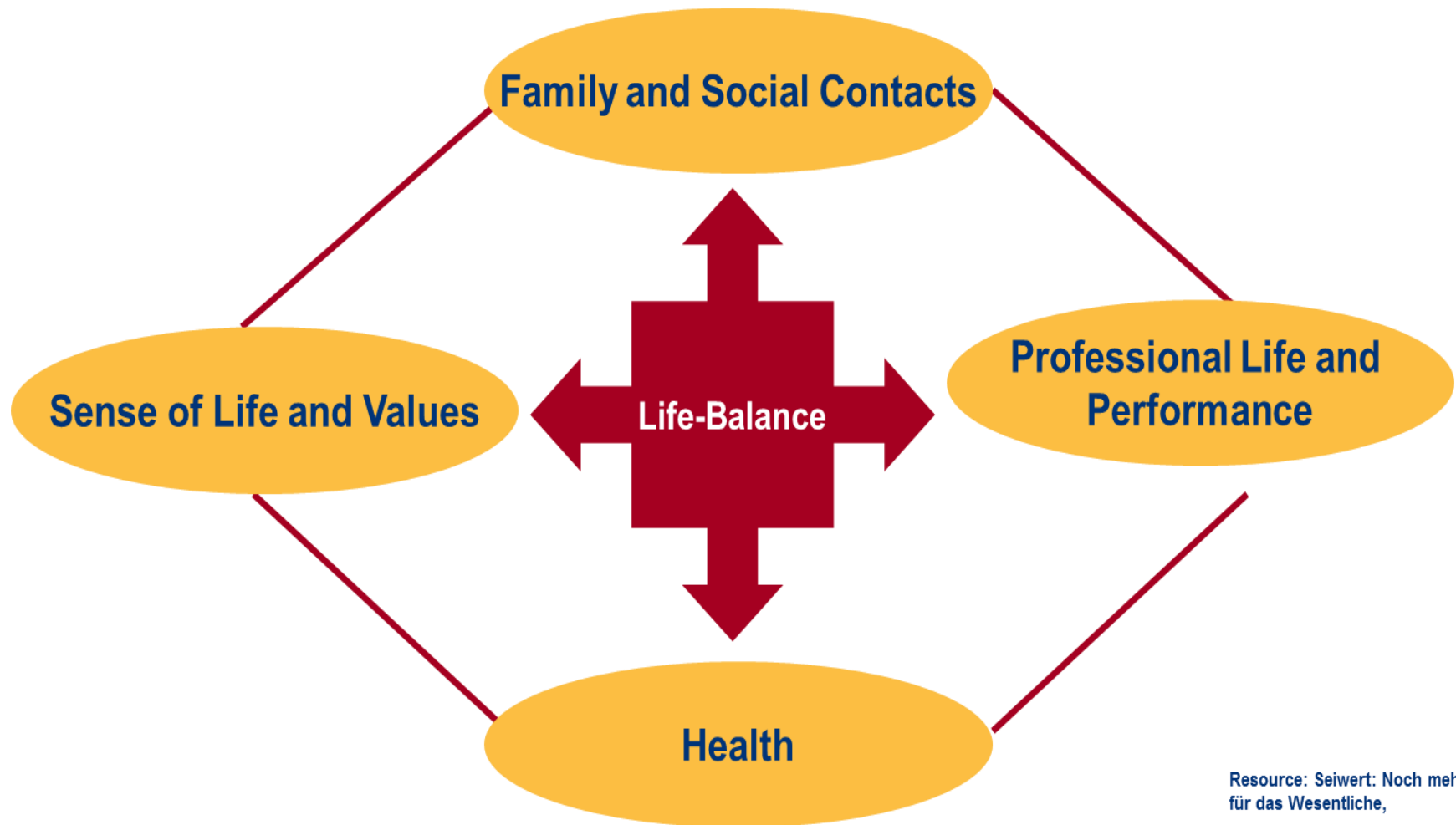
Improved health

HAPPINESS!



Workshifting Benefits: The Bottom Line

The Work-Life-Balance Model

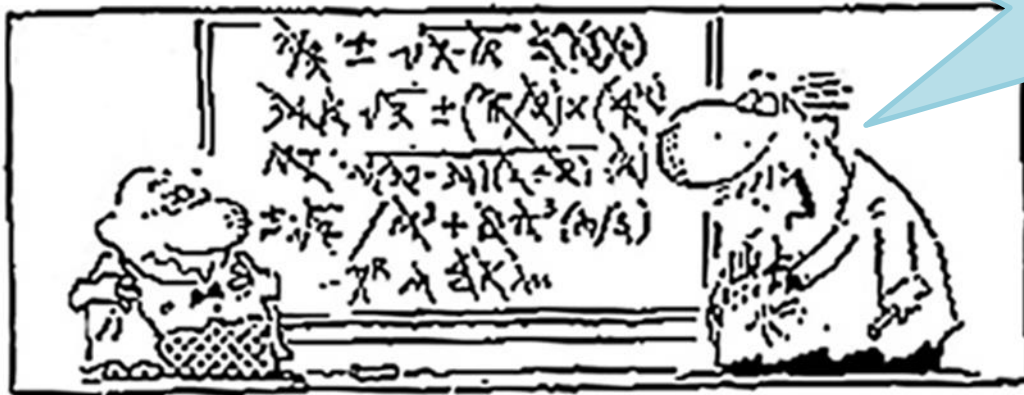


The meaning of life?

If you don't know the meaning of what you do, you can never feel balanced and happy. Or at least most of us cannot.

You are happier in your work when you see the meaning of your work. I will give you an example: the time of Industrialisation frustrated people because they did not feel the impact of their work anymore. Their work had become abstract.

You are happier in your free time if you have time to relax and enjoy. Some people forget this and fill their free time with too many activities.



I thought I had found the answer to the meaning of life, but then it factored away to a nothing.

"Ich dachte, ich hätte die Antwort auf den Sinn des Lebens gefunden, aber es kürzte sich alles weg."

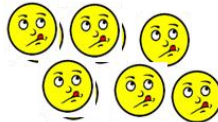
Family and social contacts...



Family and social contacts...



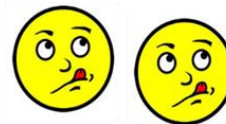
Schulkameraden



Sportkollegen

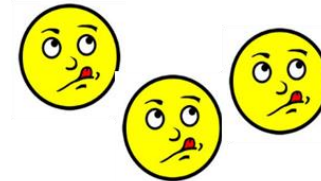


Freundin



Onkel und Tante

Geschwister



Why are relationships important?

Why are
relationships
important?



Can save time

**„Those who don´t invest
time in their health, will
once need to invest a lot
of time in their
diseases.“**

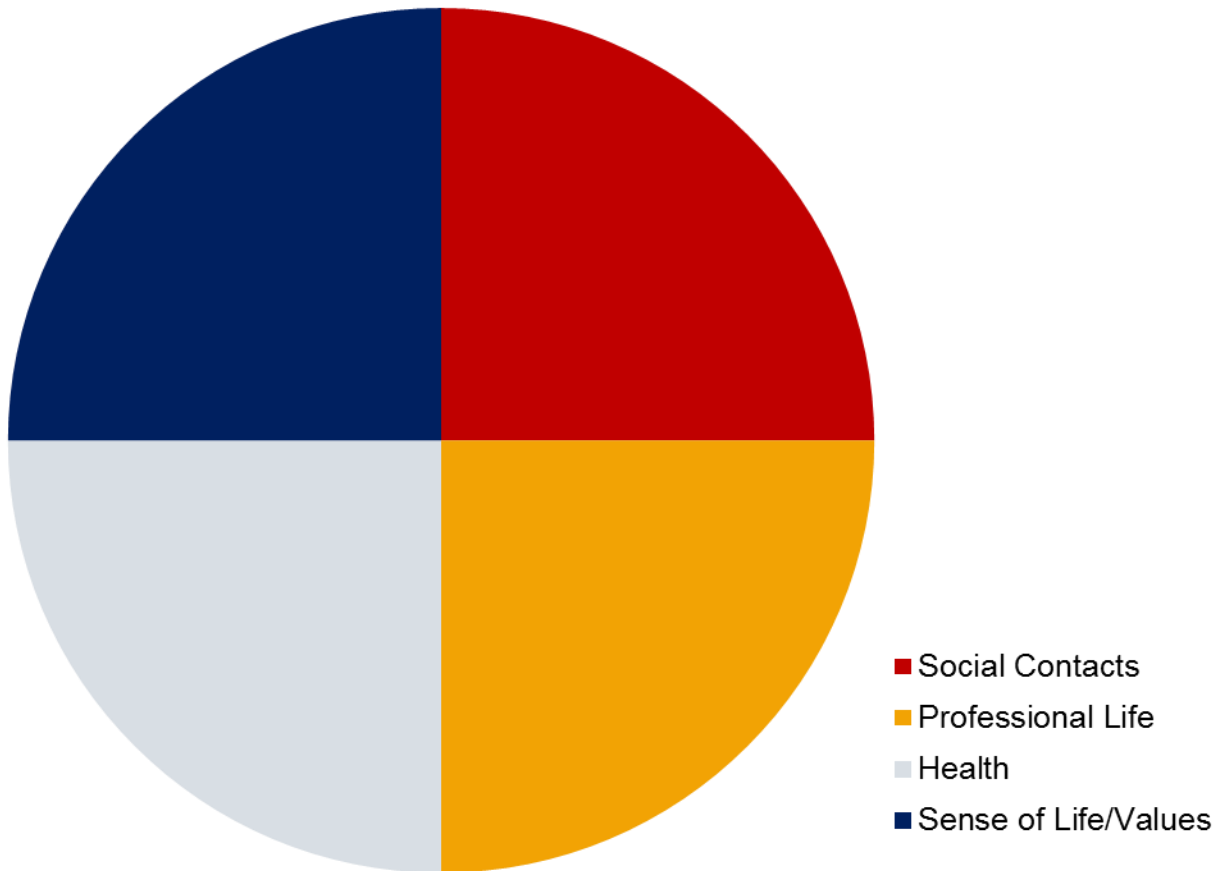
“Those who don’t invest time in their health, will once need to invest a lot of time in their diseases.”

Time management tips:

- Prepare well (e.g. in projects)
- Use an agenda in a meeting
- Plan your email carefully
- Prepare your phone call
- Know your objectives
- Quality management in production prevents complaints

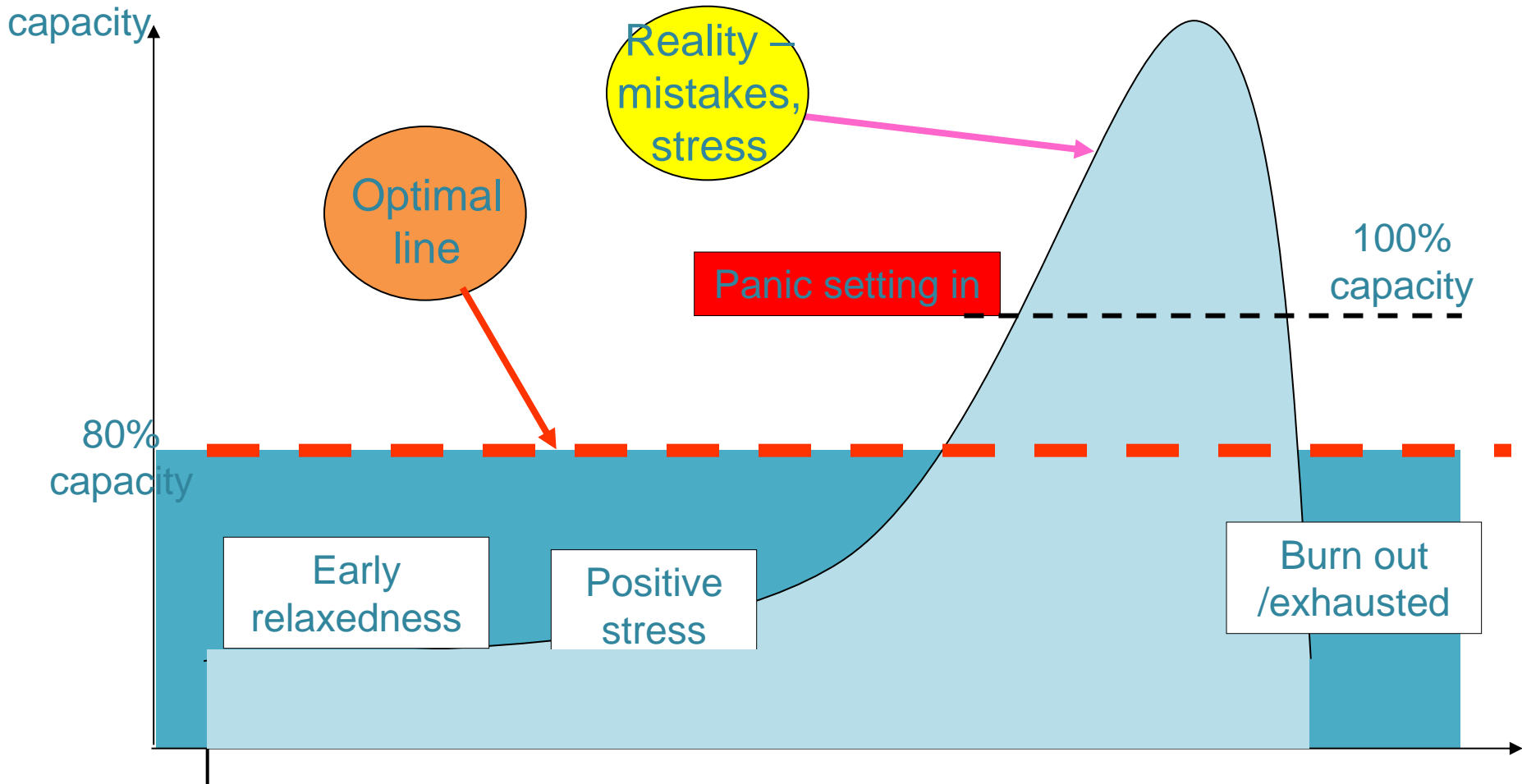
Your personal balance

How important are these four areas for you (percentage)?
And when would you feel balanced?



**And what does this all
have to do with...**

Efficient resource 80%

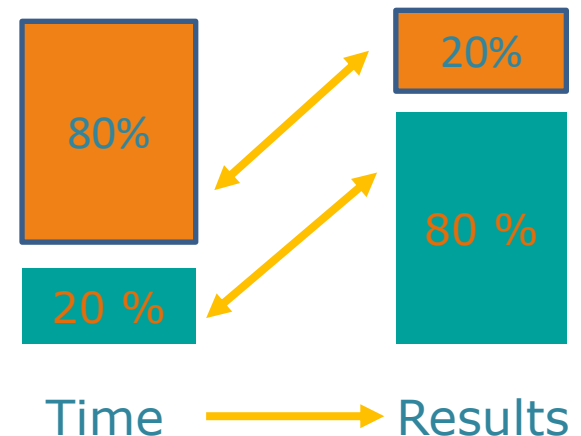


Efficient resource 80%

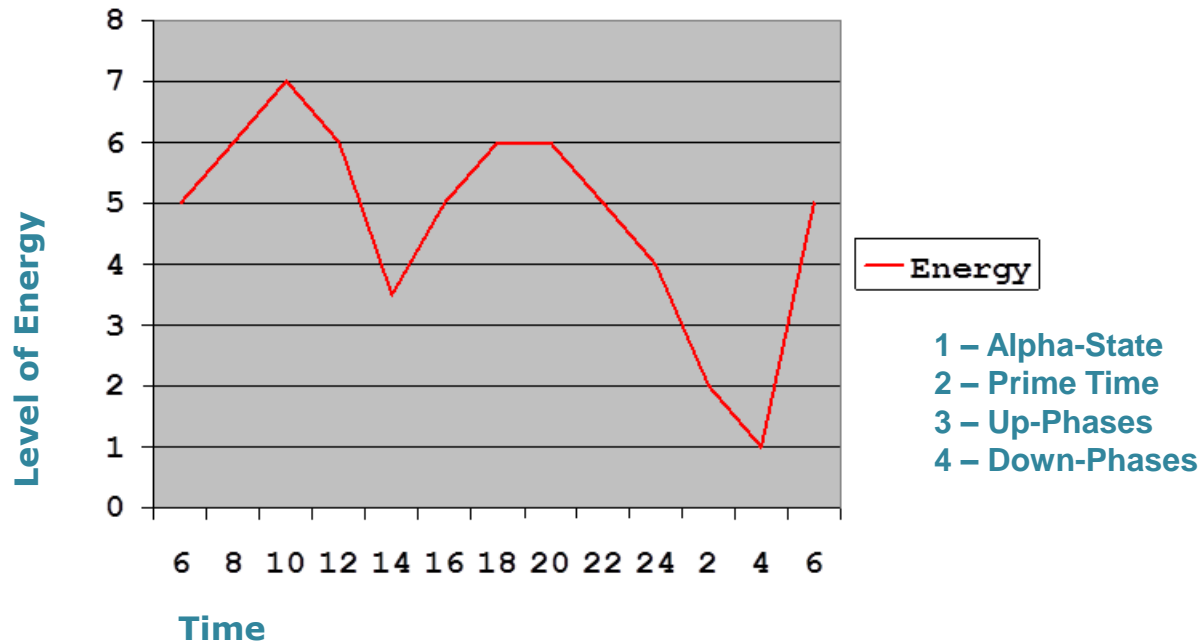


The Pareto-Principle

- Italian Economist Vilfredo Pareto observed in 1906 that 80% of the land in Italy was owned by 20% of the population.
- This observation led to the definition of the Pareto-Principle which states that in many cases, 80% of the effects come from 20% of the causes.
- Examples:
 - 20% of the customers generate 80% of the sales
 - 20% of the products generate 80% of the sales
 - 20% of the newspaper contains 80% of the news
 - 20% of the meeting time result in 80% of the decisions
 - ... %
- The same is true for your time!
- If you work 20% of your time in a concentrated manner, you will achieve 80% of the results in that time. Whereas 80% of working while stressed will give you only 20% results.
- Therefore, this should help to prioritize your tasks!



General Daily Energy



Idea: Daily Planner following the Daily Energy Curve

Time / Phase	Best Time for	Activities
6 – 7 a.m. Alpha State	Fantasy, Ideas, Solutions	Develop Ideas, Search for Solutions
7 – 9 a.m. Up Phase – Prime Time	Concentration, Imagination, Rational thinking, Short Term Memory	Intellectual demanding Tasks
9 – 11 a.m. Prime Time	Rational Thinking, Highest Efficiency, Energy	Intellectual demanding Tasks, Challenging and Aggravating Discussions, Nasty Tasks
11 a.m. – 1 p.m. Down Phase		E-mails, routines, meetings
1 – 3 p.m. Low		Sports, Lunch, Break, non-challenges tasks, Power-Napping
3 – 4 p.m. Up-Phase		Planing the following day, routines, meetings
4 – 6 p.m. High	Long Term Memory, Manual skills	Repetition, Preparation of Presentations, more Challenging routines
After 6 p.m.	Spirit, Pleasure, Emotion	Break, Listen to music or audio books, Conversation, Enjoying Dinner

**And what do breaks have
to do with...**

The 90-Minutes-Cycle

- Sleep of adults follow a 90 minutes cycle of REM and NREM stages
- According to Nathaniel Kleitman this rhythm is maintained the whole day
- After every round of about 90 minutes the human organism experiences a small „low“
- Length of the cycle can vary according to one's activity, energy and intentions
- Signs of this small low are
 - Yawning
 - Restlessness
 - Attention decreases
 - Getting distracted, looking out of the window, start day dreaming
 - Getting hungry / thirsty
 - Wanting to go to the washroom

Time management tips



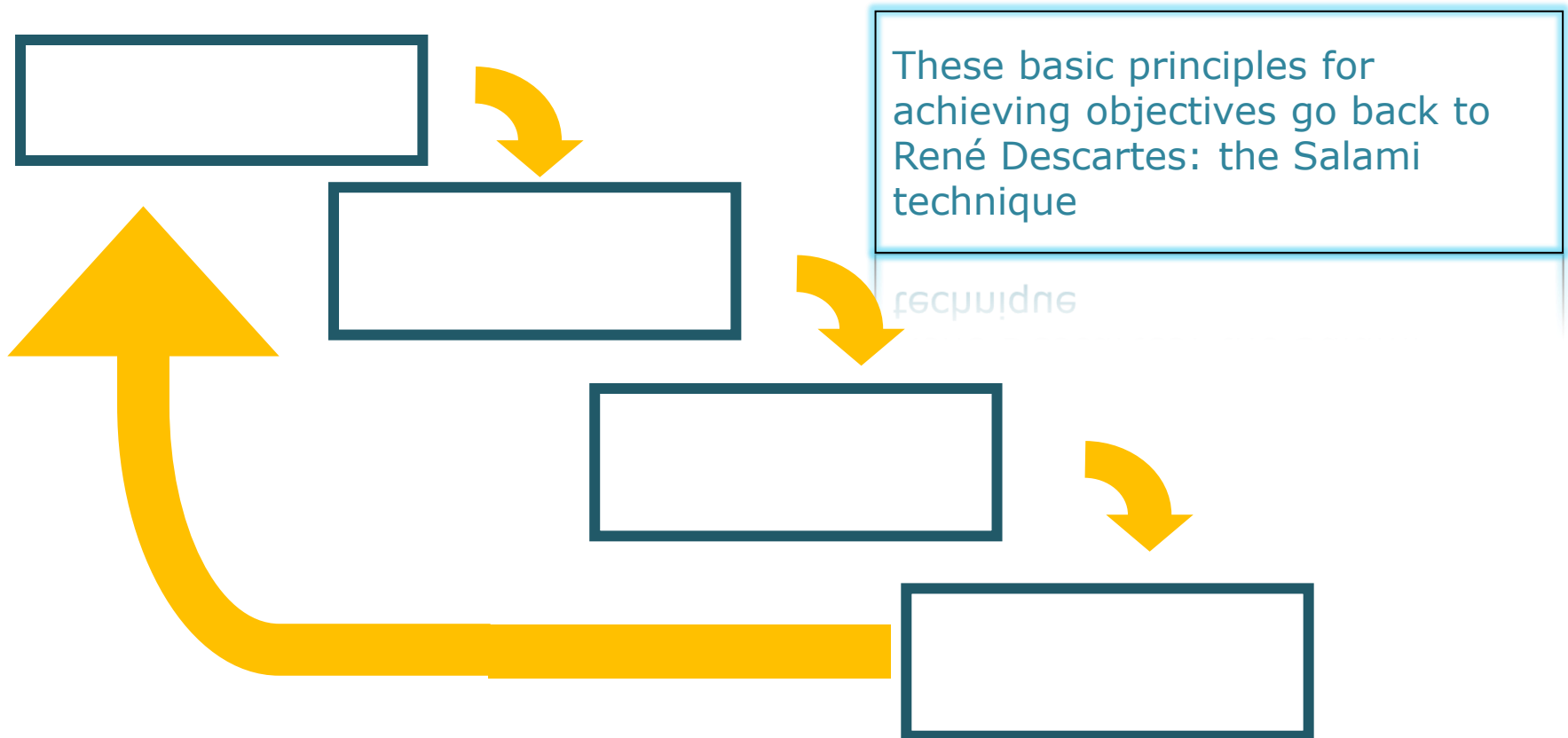
When should you do your most important tasks?

How much of your time should you plan out?

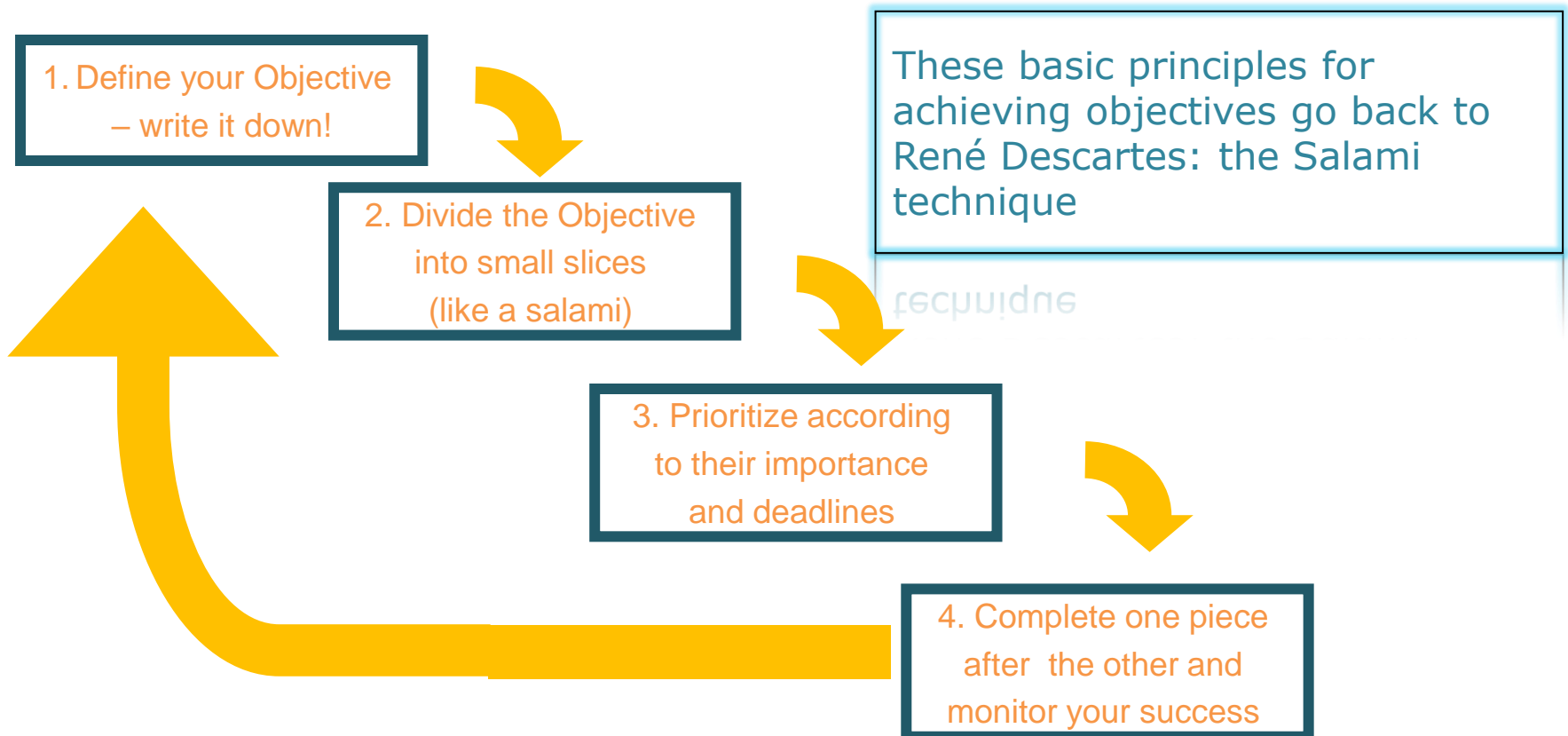
How important are breaks and why?

When should you tackle unpleasant tasks?

The Salami Technique



Salami Technique



Time management –
Manage yourself



Break – 15 minutes

Second Lesson
4.45 – 6.15 p.m.

Friday 9th October 2015, H1

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“The key to time management is strict and disciplined adherence to a rigid schedule, while remaining flexible enough to let anything happen at any time.”

The ALPEN-Method

- **A** Activities and tasks
Fix appointments
- **L** Estimate duration of tasks
- **P** Reserve buffer time
- **E** Make decisions
- **N** Feedback and reschedule open action items

The ALPEN-Method

- **A** Aktivitäten, Aufgaben + Termine aufschreiben
 - Use an excel sheet for your daily planning
 - Write down all your tasks and the deadlines
- **L** Länge der Aktivitäten schätzen
 - Estimate the time you will need for each task and write it down
- **P** Pufferzeit reservieren
 - Reserve some buffer time to stay flexible
 - 60% planned time, 20% planned for unforeseen activities,
 - 20% for emergencies or spontaneous social interaction
- **E** Entscheidungen treffen
 - Take your decisions
 - Prioritize – Postpone – Delegate
- **N** Nachkontrolle / Unerledigtes übertragen
 - Check
 - Postpone outstanding tasks to the next day
 - postponed only once

Tower of Power

Tower of Power

What does this have to do
with time management?

Tower of Power

What does this have to do with time management?

Planning ist everything.

Good communication helps save time.

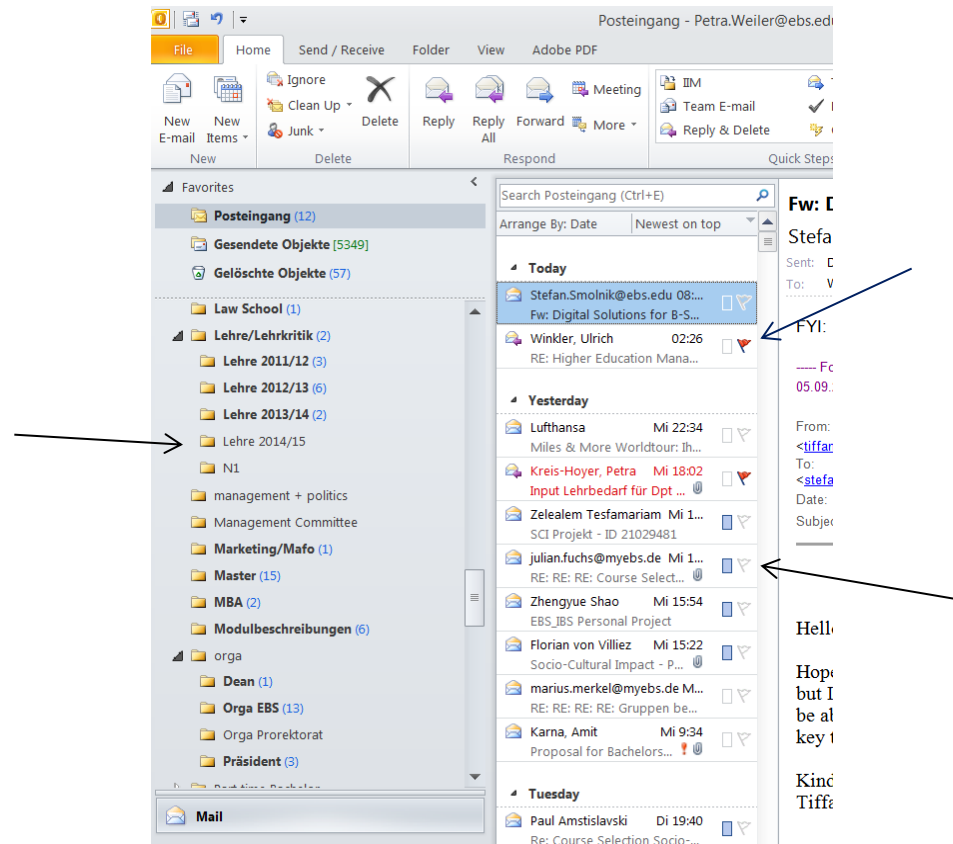
Delegating is sometimes better.

You need the right tools, old-fashioned equipment can waste time.

Teamwork can save time (more ideas, more experience, more information)



Use an E-Mail software



Write down what kind of biorhythm you have and what would be the best times for you to deal with tasks.

Write down three things that you need to do this week. Which of these tasks is the most urgent or important?

Add one unpleasant task that you have been postponing.

Plan some time to deal with those four tasks this week.

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www.zeitblüten.com

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