



Community Health Workers: Managing Time, Staying Organized & Balancing Priorities

Virtual Learning Event

Wed., May 18, 2022 10am-11am, PST





Welcome



If possible, please keep your camera on



Mute your microphone when not speaking

?????

Type questions/comments in CHAT Box



Link to webinar slides and recording will be emailed

THIS EVENT IS BEING RECORDED

BACKGROUND



Community Health Workers (CHWs) play an important role at community health centers. Maximizing this workforce removes the burden from providers and other staff and better facilitates meeting patients' needs because they are trusted community members.

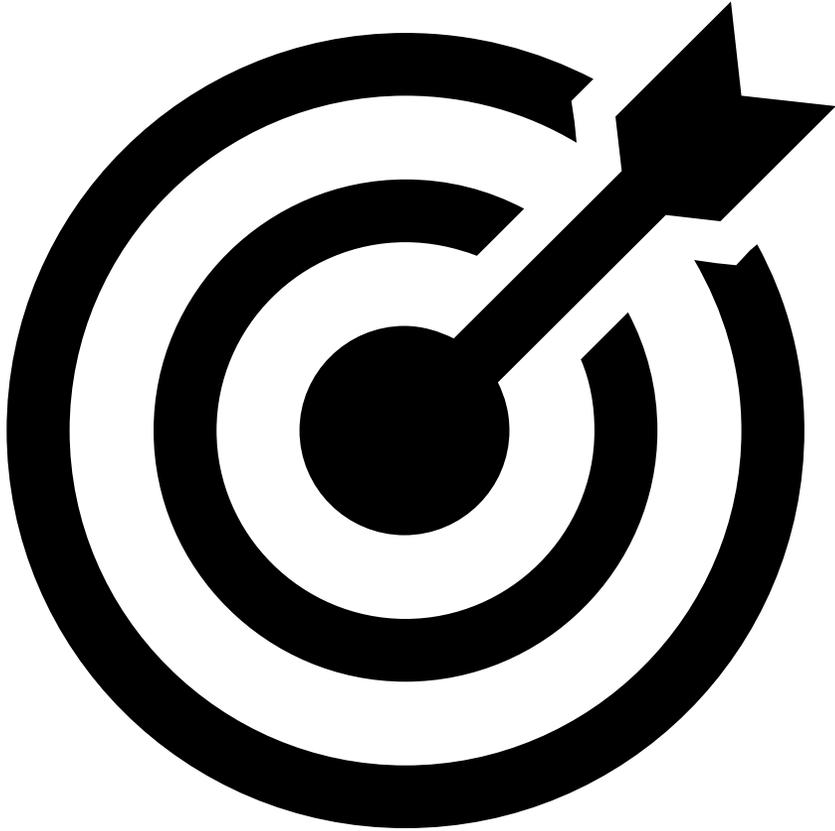
CHWs requested training on managing time, staying organized and balancing priorities at the Association's Community Health Workers Learning Network meeting at the end of 2021.



Washington
Association for
Community Health



LEARNING OBJECTIVES



As a result of the learning event, attendees will be able to:

- Identify, organize and balance priorities while taking ownership of time
- Define and understand core skills time management
- Understand historical and present approaches to time management
- Teach their team to synchronize their work with their body and motivation

PRESENTERS



Shannon Lijewski
Principal Consultant



Andrea Krotzer-Burton
Vice President of Training
& Master CHW



Community Health Workers: Managing Time, Staying Organized & Balancing Priorities

Host: Washington Association for Community Health
Presenters: Andrea Krotzer-Burton & Shannon Lijewski

05/18/2022

Virtual



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Introductions

Meet Everyday Life Consulting



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Learning objectives

- Identify, organize, and balance priorities while taking ownership of your time
- Define and understand core skills in time management
- Understand historical and present approaches to time management
- Teach your team to synchronize their work with their body and motivation



Know Your Why



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Getting started

What is your current time management method and how effective is it?

How would you describe your strengths and challenges in time management?



Defining time management



“The attainment of organizational goals in an effective and efficient manner through planning, organizing, leading and controlling organizational resources” (Samson and Daft, 2012)



The importance of time management



- Decreases procrastination
- Creates more time for what matters
- Increases sense of achievement



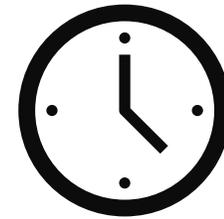
How we manage time



Identify priorities



Organize our time



Balance priorities and
time



Identifying priorities



Deadlines



Enjoyment



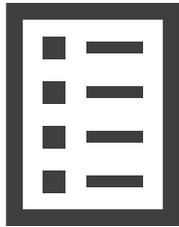
Responsibilities



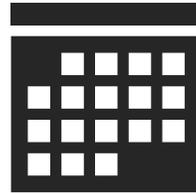
Other tasks



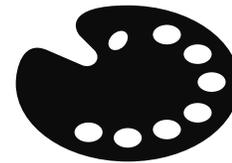
Organizing time



To-do list



Calendar



Color-coding



Organizing time: task layering

- It's human nature to complete the tasks we enjoy first, putting off the ones we don't enjoy
 - Even an email that takes 2 minutes to send might sit in your to-do list until you've finished up writing a newsletter (or whatever else you like)
- Layer tasks: Take a task you like, followed by one you don't enjoy, followed by one you like, and so on
 - 8 am: Team meeting
 - 9 am: Email disgruntled employee
 - 10 am: Create a training manual
 - 11 am: Work on Excel spreadsheet





Balancing priorities and time

- Delegate lower-level priorities
- Say “no” to taking on more
- Sign off and stay off
- Schedule your time



Core skills in time management

1

Prioritize

2

Plan

3

Prepare

4

Pick your
battles

5

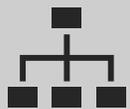
Put it in
action



More time management skills



Communication: Communicate your priorities to others to help them understand your capacity, your plan, etc.



Organization: Organize your priorities and time to manage both better



Goal-setting: Setting goals keeps you motivated to finalize priorities and tasks



Historical approaches to time management

- Pre-industrialization: Based on the sun
 - Farming
 - Rising with the sun
 - Harvesting what was needed for the family
- Post-industrialization: Based on business
 - Punctuality
 - Productivity for the business
 - Efficiency



Present approaches to time management

- The world is still in business mode
- More emphasis now on self-care, time management, and rest/recovery
 - Work-life balance
 - Remote work/work-from-home
 - Hybrid schedules



Activity

- Jot down your daily routine in hours, from waking up to going to bed
- Use the labels below for each block



- Connect your hourly blocks to time management at the workplace
 - In places where you're distracted, slowing down, tired, or hungry, what can you do?
 - When would be the best time to work on something you'd rather not do?



Synchronizing body and mind with work

- Listen to your favorite music to inspire motivation
- Meditate
- Practice mindful breathing
- Get enough quality sleep
- Read your favorite quotes
- Align yourself with positive people
- Change your why
- Change your what





Thank you!

- For questions, email akrotzer@everydaylifechw.com
- For additional training, visit www.everydaylifechw.com



THANKS



EVENT EVALUATION :

Click on link in CHAT Box to fill out Event Evaluation or scan



WEBINAR MATERIALS:

Link to webinar slides & recording will be emailed

QUESTIONS/COMMENTS:

Contact Patricia Gepert (pgepert@wacommunityhealth.org)

