

DID YOU KNOW WE
ARE "SOCIAL"?

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STAY IN THE LOOP

Please text "VCU" to **(888) 979-0748** to receive updates about upcoming VCUGeroCCE trainings and webinars or use the QR Code seen on the screen.

A few questions will be asked of you so that we can add you to our contact list!





tinyurl.com/2023-2024-CONF

2023-2024 VDSS - VCU GERO CCE CONFERENCES



FALL CONFERENCE - August 16, 10:00 AM - 12:00 PM
**Time Management is Burnout Management:
Co-Creating Community**



WINTER CONFERENCE - December 13, 10:00 AM - 12:00 PM
Person Centered Caring: Wellbeing for All



SPRING CONFERENCE - March 20, 10:00 AM - 12:00 PM
**Activities Development: Efficient and Effective
Approaches to Creating a Flourishing Activities Program**



SUMMER CONFERENCE - May 15, 10:00 AM - 12:00 PM
Supporting Wellbeing Across the Continuum



August 16, 2023 - 10:00 ET

TIME MANAGEMENT IS BURNOUT MANAGEMENT: CO-CREATING COMMUNITY

In the hustle of modern life, burnout has become an all too familiar companion. The relentless pace of work, personal commitments, and societal expectations can leave us feeling overwhelmed and depleted. However, amidst the stress, there is a path forward: time management.

Time management is a transformative force that safeguards each of us against burnout and the associated health consequences.

In this conference, **Katie Gilstrap**, Associate Professor at VCU, will reveal how to embrace time management as your ally, and learn practical skills to help you conquer burnout and embark on a journey towards lasting well-being.



AGENDA

- WHAT IS BURNOUT?
 - BUILDING A TIME MANAGEMENT MINDSET
 - TOOLS TO IMPLEMENT TODAY
 - COMMITMENTS
-

WHAT IS BURNOUT?

THREE COMPONENTS OF BURNOUT

1. DEPERSONALIZATION

WHERE YOU SEPARATE YOURSELF EMOTIONALLY FROM YOUR WORK

2. DECREASED SENSE OF ACCOMPLISHMENT

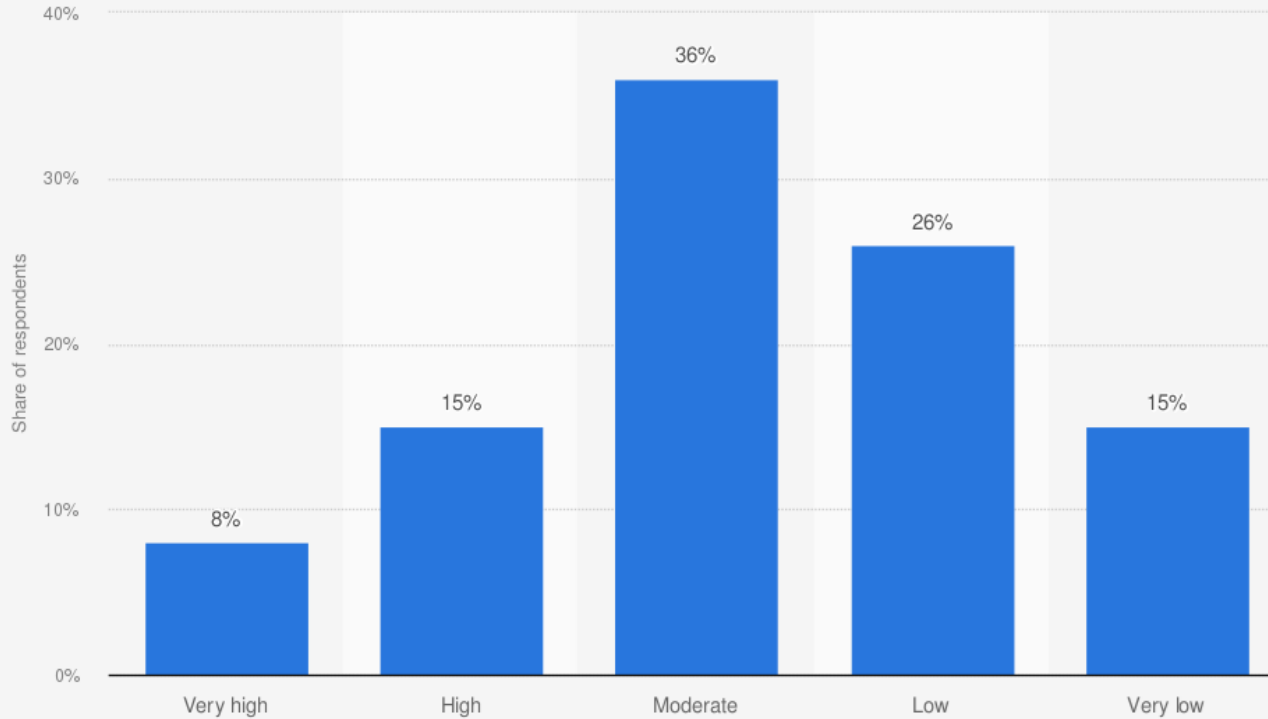
YOU KEEP WORKING HARDER AND HARDER FOR LESS AND LESS SENSE THAT YOU ARE MAKING A DIFFERENCE

3. EMOTIONAL EXHAUSTION

YOU ARE NOT ALONE



Self-assessed level of burnout currently experienced among employees in the United States as of September 2022



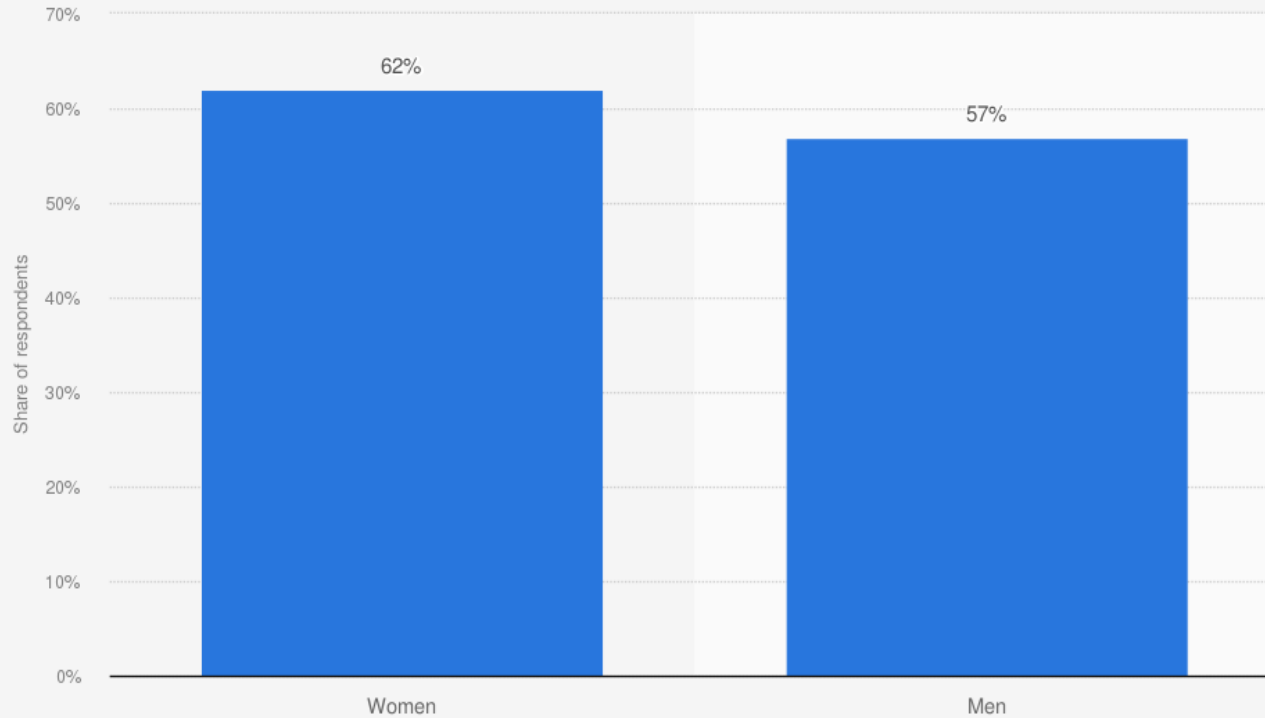
Sources

Aflac; Kantar
© Statista 2023

Additional Information:

United States; Aflac; Kantar; August 31 to September 20, 2022; 2,001 respondents; 18 years and older; employed full or part-time

Share of employees in the United States experiencing moderate levels of burnout as of September 2022, by gender



Sources

Aflac; Kantar
© Statista 2023

Additional Information:

United States; Aflac; Kantar; August 31 to September 20, 2022; 2,001 respondents; 18 years and older; employees experiencing moderate levels of burnout, employed full or part time at a company with three or more employees

BURNOUT IS A
CONDITION
RELATED TO
OVERWHELMING STRESS

STRESS MANAGEMENT TIP: USE TIME MANAGEMENT



LET'S BEGIN.

YOU NEED 3 TOOLS:

TO-DO LIST

CALENDAR

NOTEBOOK

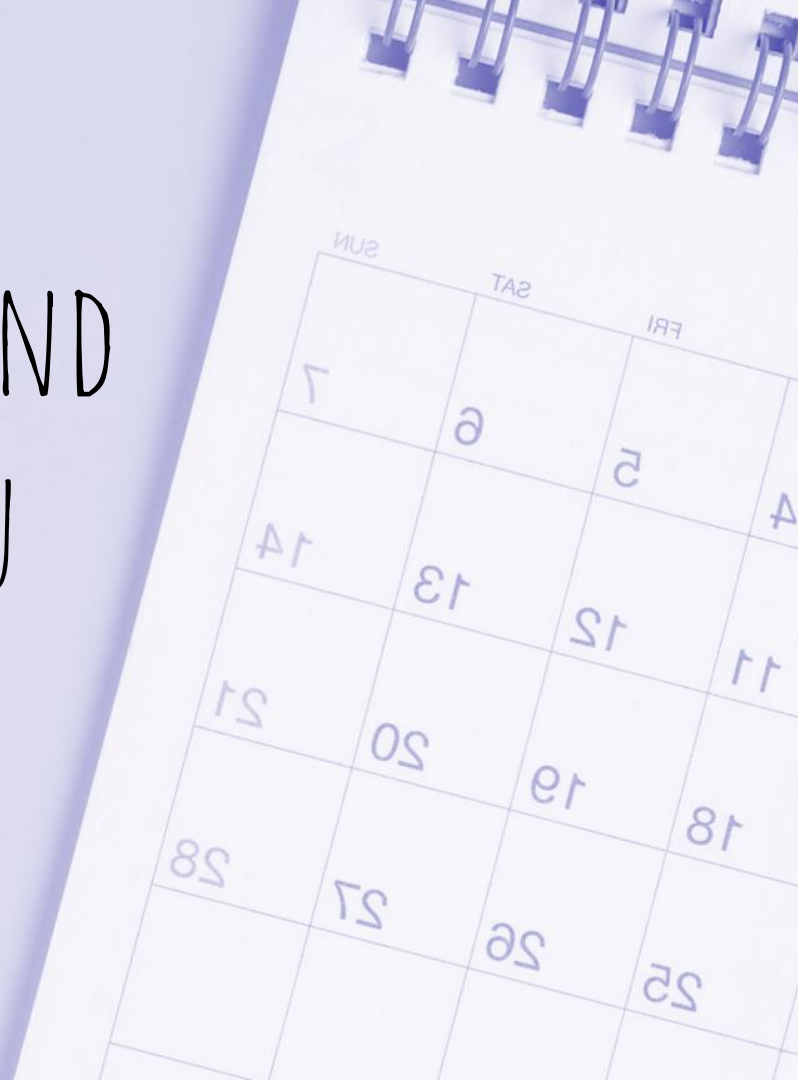
TO DO LIST:

CRUCIAL FOR TRACKING YOUR TASKS AND OBLIGATIONS.

IT REMEMBERS YOUR TASKS SO YOUR MIND IS FREE TO BE STRATEGIC.

CALENDAR:

TRACKS YOUR SCHEDULE AND
REMINDS YOU WHERE YOU
NEED TO BE. THIS ALLOWS
YOU TO BE PRESENT.



NOTEBOOK:

RECORDS YOUR MOST IMPORTANT
INFORMATION-KEEPS EVERYTHING IN
ONE PLACE SO YOU ARE NOT SEARCHING.



Activity	Seconds used
Check 2 emails	30
Respond to 1 email	30
Check 4 Twitter notifications	45
Check replies to 1 Twitter notification	30
Check 3 Slack notifications	30
Reply to 1 Slack notification	45
Check 1 alarm reminder	10
Check 4 texts	40
Reply to 4 texts	120
Total pieces of time graffiti	Total time used
21	6m20s

FIGURE 1-1

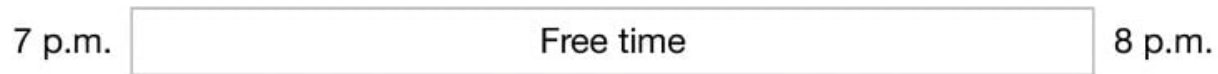
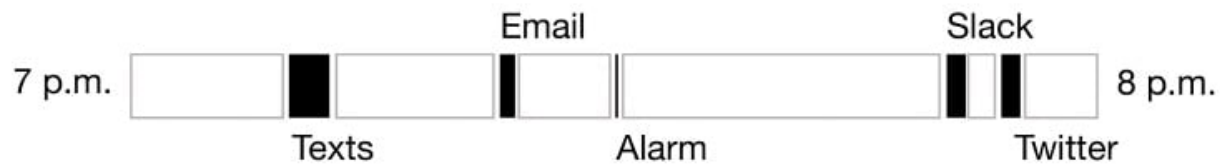
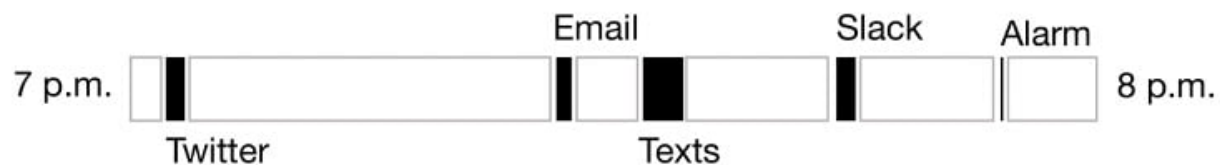
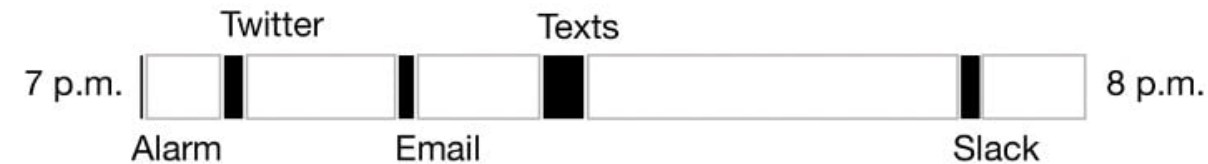


FIGURE 1-2



TO-DO LIST

TO-DO LIST



IF YOU ARE GOING TO GET MORE DONE,
YOU NEED TO KNOW
WHAT YOU NEED TO ACCOMPLISH

TO-DO LIST



YOUR TO-DO LIST FREES YOUR HEADSPACE
SO YOU CAN CONCENTRATE ON
GETTING YOUR WORK DONE.

PULL OUT YOUR LIST.

MENU OF PRODUCTIVITY

Chocolate & Hazelnut Mousse, Hazelnut Orange Doughnut
Quince, Yoghurt & Fils, Grapes & Peas
Berrac Moolaux £3.95

Lemon & Lime Meringue Pudding
Sticky Coffee Pudding, Vanilla Ice-Cream

Ice Creams of the Day £2.50
Board, Ostrakon Mousse £2.50
Caramel £3.50

PRIORITIZE YOUR LIST



CALENDAR

TAKE BACK YOUR TIME.





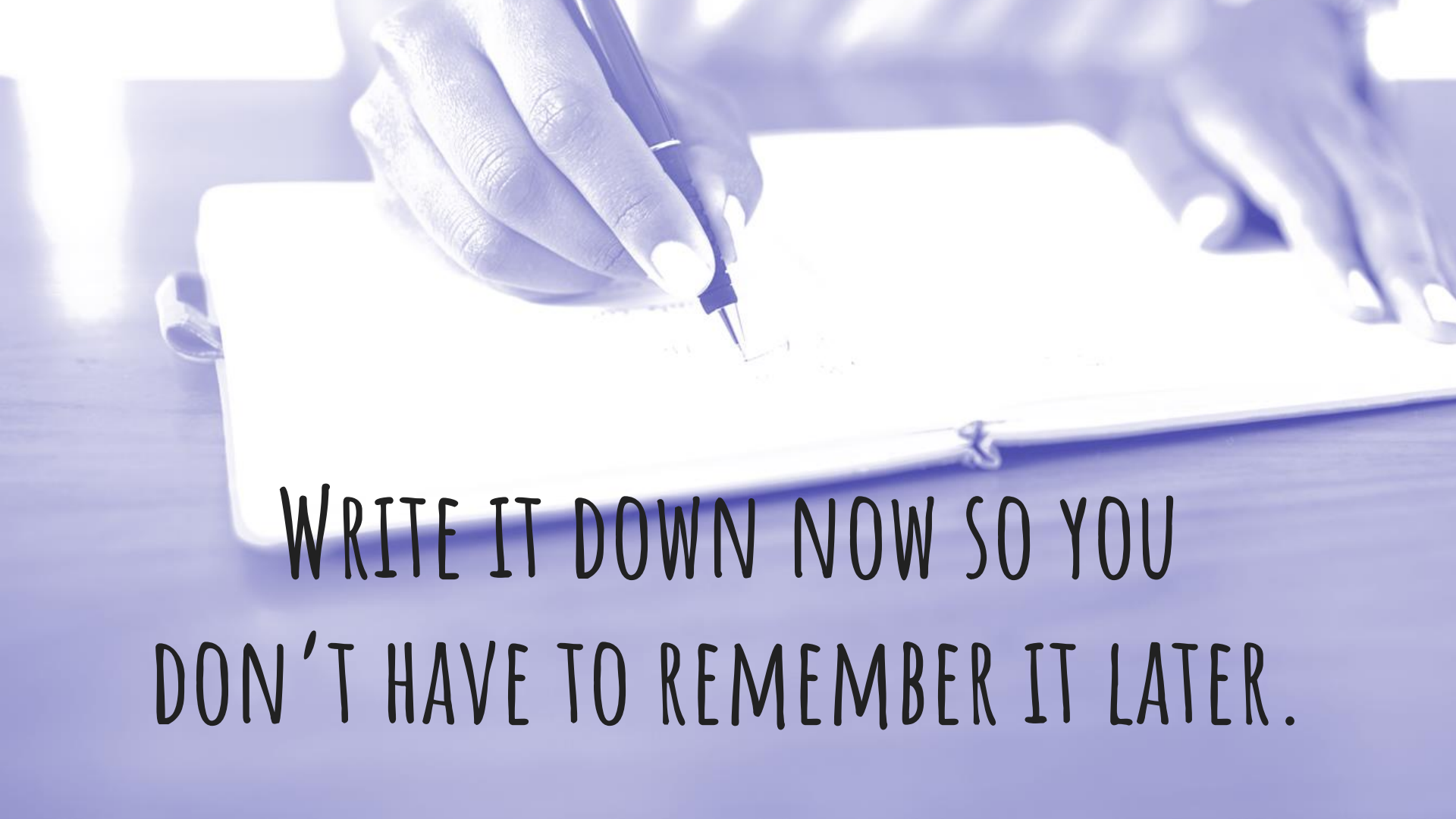
MAKE APPOINTMENTS
WITH YOURSELF.

CALENDAR

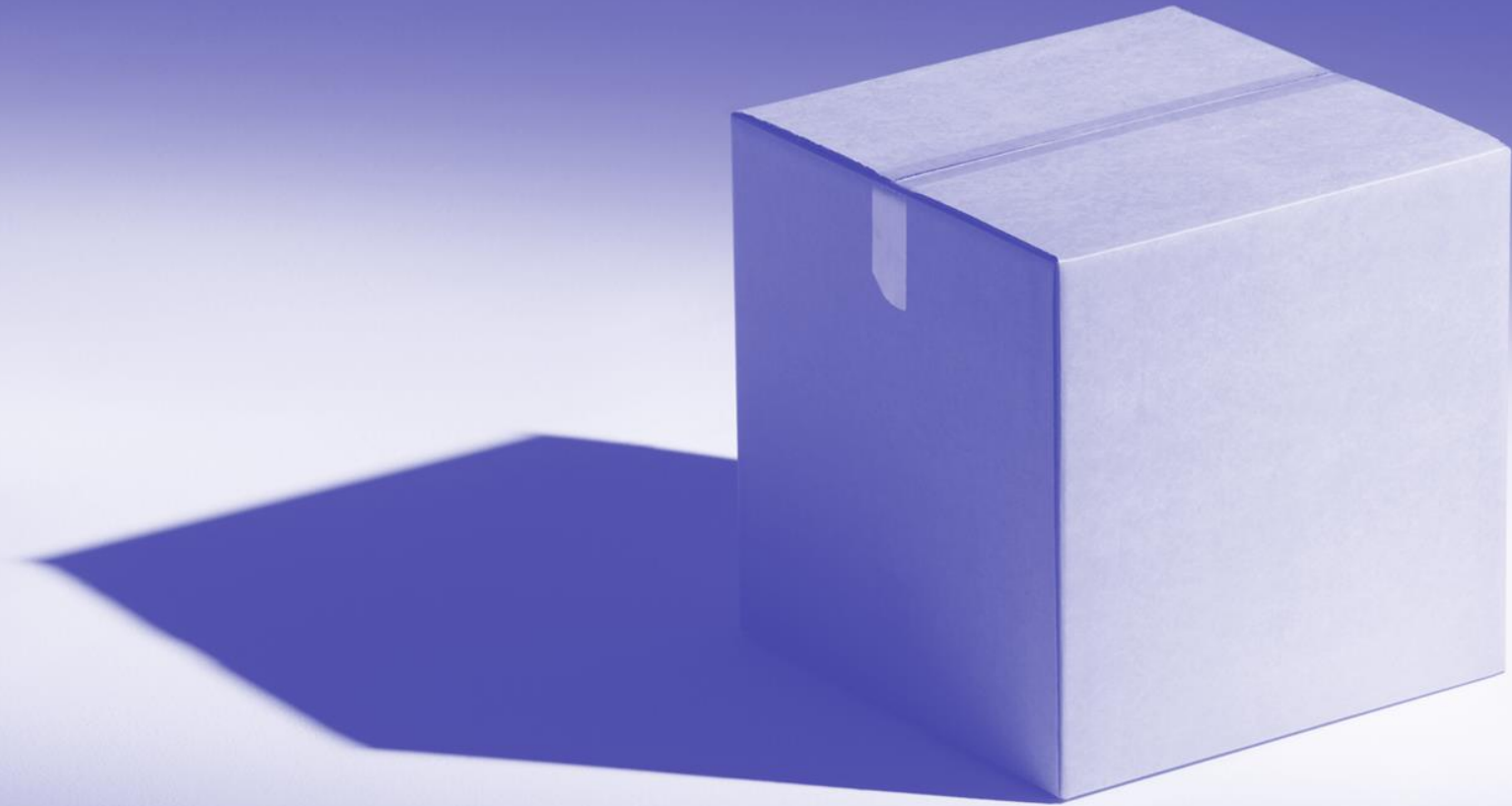
LET'S LOOK AT YOUR CALENDAR.



NOTEBOOK



WRITE IT DOWN NOW SO YOU
DON'T HAVE TO REMEMBER IT LATER.



WHERE ARE YOU KEEPING YOUR NOTES?

NOTEBOOK

LET'S LOOK AT YOUR NOTES.

PLANNING IS GOOD.
PREPARING IS BETTER.

HAVE A PLAN EVERYDAY.

MAKE A PLAN BEFORE YOU START YOUR DAY.

HOW DO YOU DO IT?

REVIEW YOUR
CALENDAR

REVIEW YOUR TO-
DO LIST

REVIEW YOUR
NOTES FROM THE
DAY BEFORE.

NOW THAT YOU HAVE
A PLAN,
PREPARE TO EXECUTE.

STEPS TO PREPARE:

PACK NEEDED
ITEMS.

SCHEDULE TIME FOR
YOUR WORK.

DO ANY REQUIRED
PREWORK
(P.S. THIS IS MAGIC!)

BE THE EARLY BIRD.

EARLY BIRD TRAINING

BE THE EARLY BIRD

- GETTING AN EARLY START CAN MAKE THE DIFFERENCE.
- BEING AN EARLY BIRD IS A CHOICE.



STEPS TO PREPARE:

WHAT ARE YOU DOING AT NIGHT THAT IS TAKING AWAY FROM SLEEP?

WHAT ACTIVITIES DO YOU NEED TO DO DIFFERENTLY?

WHAT WILL IT TAKE FOR YOU TO GET UP EARLIER?

WHAT TIME WILL YOU COMMIT TO SETTING YOUR ALARM?

WHAT WILL YOU DO WITH THE TIME YOU WILL BE GAINING?

CREATE A DETAILED, WRITTEN ROUTINE FOR YOUR MORNING HOURS.

DO TASKS UNTIL THEY
ARE DONE.

UNDONE TASKS CREATE MORE WORK.

TIME MANAGEMENT TECHNIQUE

Pomodoro Technique

- 1 Decide what task you need to complete
- 2 Set the timer for **25 minutes**
- 3 Work on your task until the timer rings
- 4 Take a short, **5 minute break**

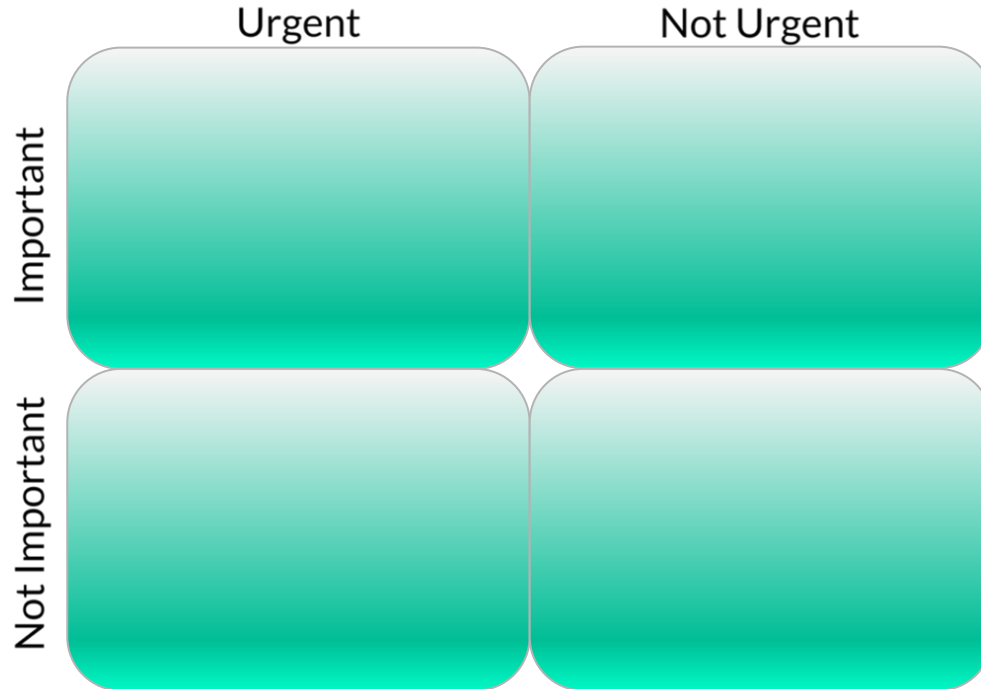
Repeat 4 times



Take a longer,
15-30 minute break

PRIORITIZATION EXERCISE

The Eisenhower Decision Matrix



TIME TRAPS &
TIME POVERTY

SIX TIME TRAPS



Technology

- Time confetti & the Broken Promise of leisure

Money Focus

- The Wealth Paradox & Pitfalls of chasing money

Undervalued time

- Misunderstanding what time is worth

Business as a status

- The Link between financial uncertainty and workism

Idleness aversion

- Mindfulness and the value of doing nothing

The “yes...dang!” effect

- Commitment and the false promise of tomorrow

STRESS MANAGEMENT TIP:
PRIORITIZE RUTHLESSLY

TIME MANAGEMENT IS MORE THAN JUST TIME...
PRIORITIZE, SET BOUNDARIES, DELEGATE

YOUR BODY IS THE PERFECT ACCOUNTANT

BURNOUT IS A
CONDITION RELATED
TO OVERWHELMING
STRESS

STRESS CAUSES
PHYSIOLOGICAL
SYMPTOMS

80%

OF ALL HEALTH COSTS ARE RELATED TO STRESS

YOUR BODY IS THE PERFECT ACCOUNTANT

TAKE YOUR TIME

STEPS TO FINDING & FUNDING TIME



WARNING

**THIS IS NOT A QUICK FIX.
THIS IS A MINDSET.
THIS IS A PRACTICE.**

STEPS TO FINDING AND FUNDING TIME



STEP ONE: KNOW
YOUR DEFAULT
SETTING

STEP TWO:
DOCUMENT YOUR
TIME

STEP THREE: FIND
TIME

STEP FOUR: FUND
TIME

STEP FIVE:
REFRAME TIME

STEP ONE

KNOW YOUR DEFAULT SETTING

STEP TWO

DOCUMENT YOUR TIME

STEP THREE

FIND TIME

STEP THREE: FIND TIME

TRANSFORM BAD
TIME

AUGMENT GOOD
TIME

HACK WORK TIME

PRACTICE THE RIGHT
KIND OF LEISURE
TIME

FIND MORE TIME FOR
MEALS

FIND TIME TO
EXPERIENCE AWE

STEP FOUR

FUND TIME

STEP FOUR: FUND TIME

COSTS:

RIDE SHARE @ \$30/DAY, 20 DAYS/MONTH = \$600

STREAMING SERVICE @ \$12/MONTH - \$12

TOTAL COST: \$612/MONTH

BENEFITS:

TIME GAINED BACK: 45 MINUTES/DAY, 20 DAYS/MONTH = 15 HOURS

COMMUTE STRESS REDUCED TO NEAR ZERO

APPROXIMATELY 165 MORE HOURS PER YEAR OF PLEASURABLE AND MEANINGFUL ACTIVITIES



STEP FOUR: FUND TIME

SUBTRACT YOUR CHORES, BUT NOT TOO MANY

UNDERSTAND WHAT YOU WANT TO OUTSOURCE

DON'T ASSUME YOU CAN'T AFFORD TO FUND TIME

IF YOU FEEL GUILTY, ASK FOR TIME SAVING AS A GIFT



STEP FIVE: REFRAME TIME



META-REFRAMING: THE
VALUE OF VALUING TIME



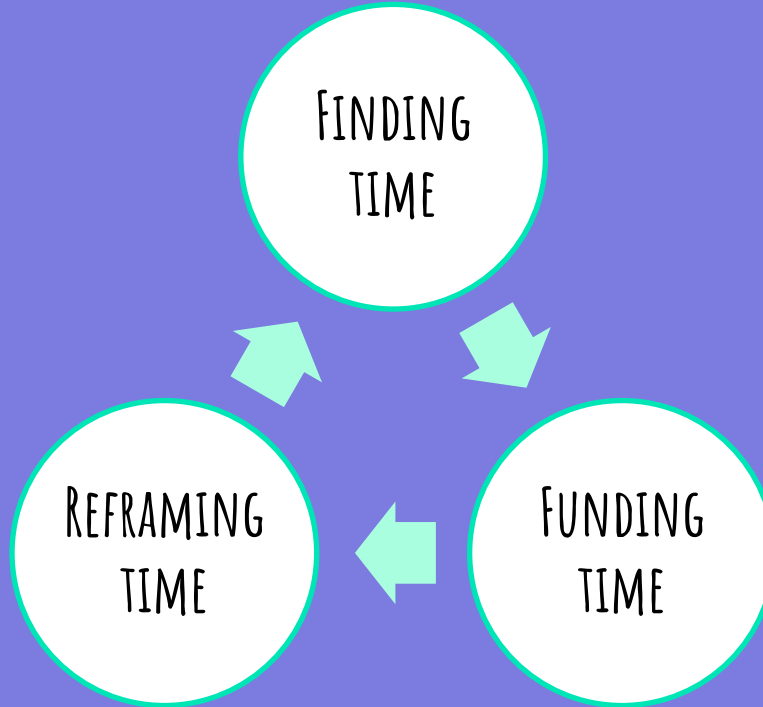
ACCOUNT FOR YOUR TIME



A NEW METRIC: HAPPINESS DOLLARS, VALUING TIME, SAVORING TIME,
OUTSOURCING, CHASING DEALS, VACATION, SOCIALIZING, ACTIVE LEISURE



THREE ACTIVITIES TO BUILD TIME AFFLUENCE



TIME TRACKING: FOR EACH PART OF THE DAY

ACTIVITY	TYPE OF EXPERIENCE	REASON

TIME TRACKING: TYPICAL TUESDAY

	ACTIVITY	TYPE OF EXPERIENCE	REASON
1	The first thing I do after I wake up is put on my favorite music, sit with our dog in the backyard, and drink a cup of dark roast coffee.	Positive (pleasurable)	It is something I enjoy.
2	Once my coffee has kicked in, I workout for 90 minutes.	Positive (meaningful)	I am more likely to workout if I do it in the morning, and I get frustrated if I don't exercise each day.
3	Then I begin working, which means I start a series of Zoom meetings.	Negative (stressful)	It is stressful because I end up getting more work assigned.

TYPICAL TUESDAY MATRIX

PRODUCTIVE

NEUTRAL

POSITIVE
(AT EASE)

UNPRODUCTIVE

NEGATIVE
(STRESSFUL)

THE REFRAMING TIME WORKSHEET

MY TIME CONSUMING, UNDESIRABLE ACTIVITY IS...	...BUT IT DOES PROVIDE SOME VALUE, SUCH AS

FIND TIME: CREATE A TIME-AFFLUENCE TO-DO LIST

**If you have
five minutes:**

ORGANIZE THE SMALL
ERRANDS YOU NEED TO
COMPLETE, AND START
CHECKING THEM OFF

MESSAGE SOMEONE
IMPORTANT TO YOU THAT
YOU HAVEN'T SPOKEN TO
IN A WHILE

CHECK OUT WHETHER YOU
HAVE ANY PAID VACATION
DAYS

**If you have 10
minutes:**

WATCH RELAXING NATURE
VIDEOS ON THE INTERNET

SEND A GRATITUDE EMAIL
TO A COLLEAGUE, FAMILY
MEMBER, OR FRIEND

**If you have 30
minutes:**

GO FOR A WALK

DO SOMETHING CREATIVE

MEDITATE

BUT WHAT ABOUT NOW?

STRESS VS. STRESSORS



STRESS: YOUR BODY'S RESPONSE

Largely the same

Fight, flight, freeze

Beginning, Middle, End

Every body system activates to help you escape from the threat

Celebration

You make it! And you celebrate!
Your body is a safe place again.

BUT NOW STRESSORS AREN'T
PHYSICALLY CHASING US.

THEY ARE THE FUTURE,

JOB, CHILDREN, MONEY, THE COMMUTE!

WE MAY FACE THE STRESSOR.

BUT WE HAVEN'T DEALT WITH THE STRESS.

HOW DO I COMPLETE THE STRESS RESPONSE
CYCLE WITH THESE NEW ERA STRESSORS?

USE YOUR BODY TO
COMMUNICATE WITH
YOUR BODY THAT IT IS
AGAIN A SAFE PLACE
TO BE

RELAX!!!



...AND...THAT DOESN'T COMPLETE THE
STRESS CYCLE

GET OUT OF YOUR HEAD.

GET INTO YOUR BODY.

RUN

DANCE

JUMPING JACKS

TENSE & RELEASE

MASSAGE

PALMS UP

PROACTIVE TIPS

STRESS MANAGEMENT TIP: USE TIME MANAGEMENT

