Break Free From Busyness

Approach your work with a sense of C.A.L.M.

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In Full Disclosure

- I'm a work in progress
- Nothing I say will lessen your workload
- Never stop believing that you're awesome

I don’t have
time for you

I’m more important than you

I’m in over
my head

I’m afraid I’ll fail

Time is Beautiful

- Enjoy the fruits of your labor
- Do your work with
  - Excellence
  - Passion
  - Joy
- How many experience that?

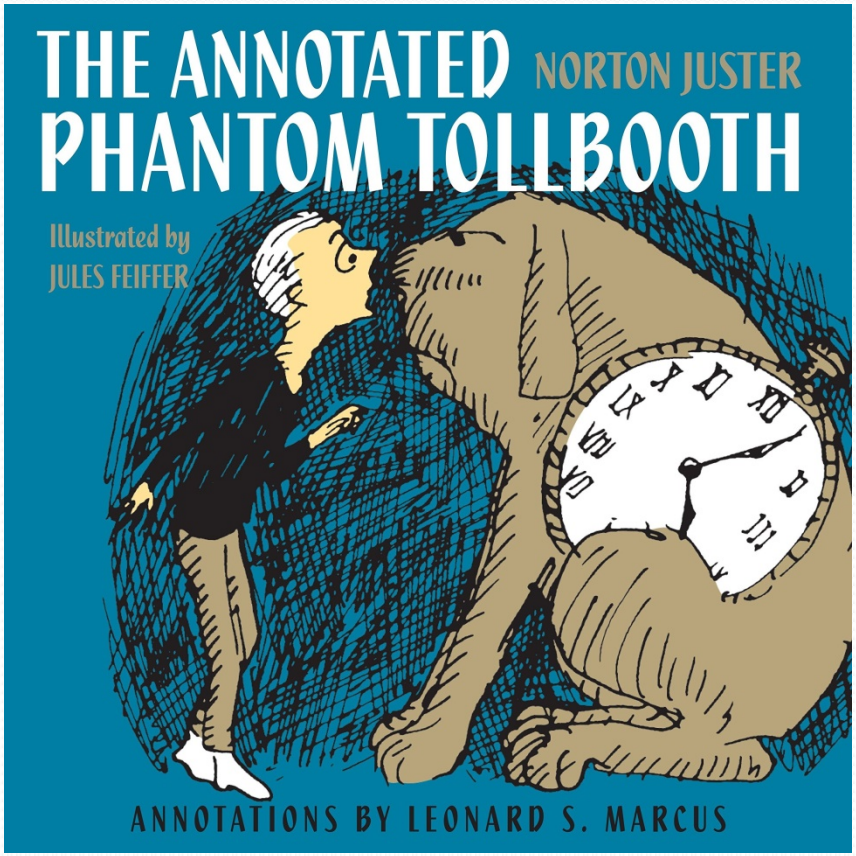
So much to do…Not enough Time

Neverland

PIRATES!

TIME IS THE ENEMY!!!

Culture of Busyness


THE ANNOTATED
PHANTOM TOLLBOOTH
NORTON JUSTER
Illustrated by
JULES FEIFFER
ANNOTATIONS BY LEONARD S. MARCUS

Time to Change that Culture

- “It is not enough to be busy…The question is: what are we busy about?” Henry David Thoreau
- What makes you look good?
  - Having a lot of work to do?
  - Getting a lot of work done?
- Strategies to keep moving forward
- Obtain that sense of excellence, passion, and joy

Who am I?

Empowered to be Productive

- Break the cycle of chaos
- Develop emotional intelligence
- Approach your work with a sense of C.A.L.M.

Corrie Ten Boom

"If the devil can't make us bad he will make us busy."

Breaking Busy: How to Find Peace & Purpose in a World of Crazy

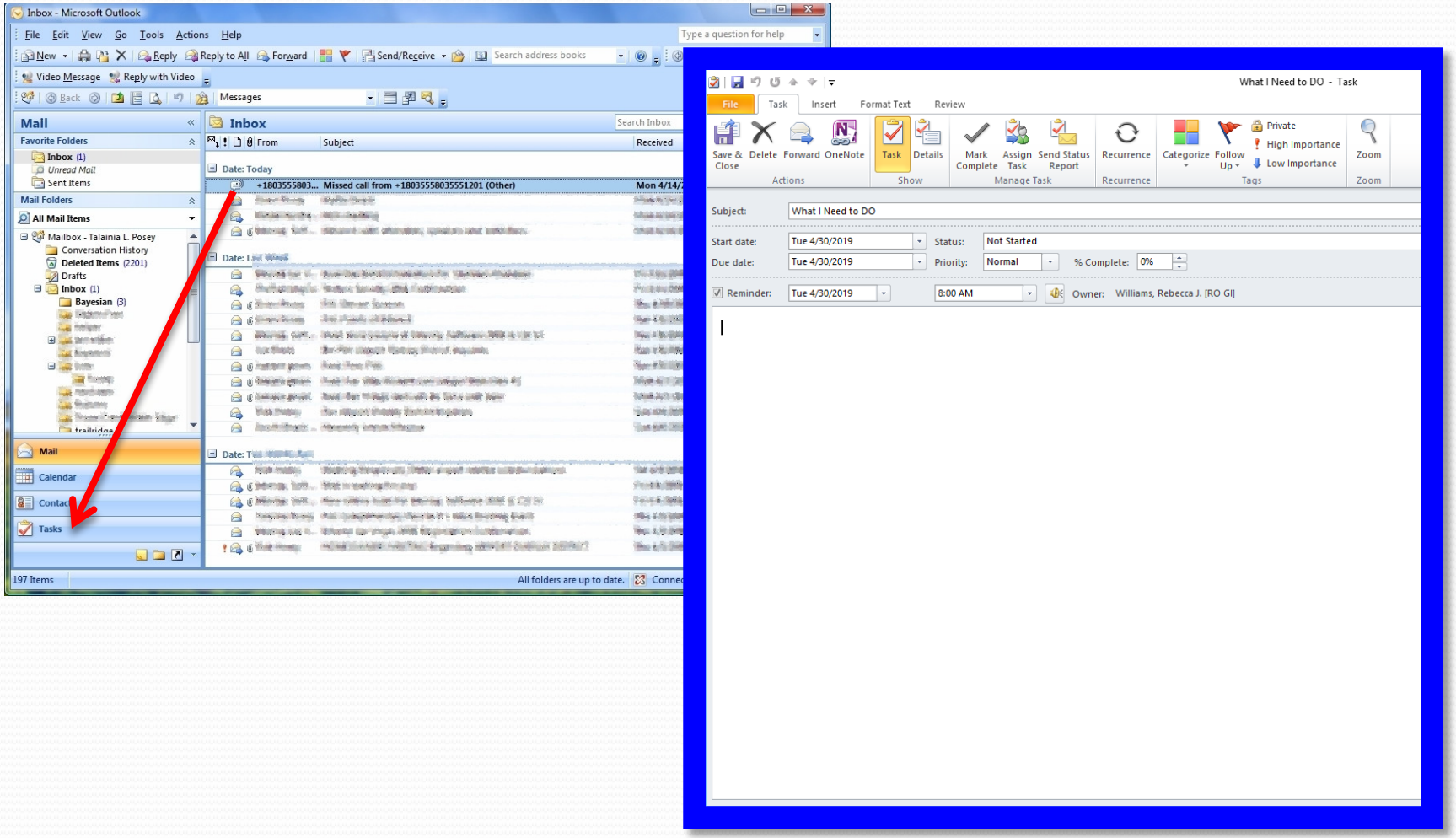
"The more we worry, give into fear, or think negatively about ourselves, the busier we get. We are driven to do more, be more, and prevent whatever it is we're worried about." – Allí Worthington

Day-to-Day

Day-to-Day

- Who? YOU!
- Why? Understand the Common Program Requirements
- When? Create a Timeline
- Where? Calendar—where you need to be
- What? Task Reminders—what you need to do

Convert an Email into a Task



Benefits of Task Reminders

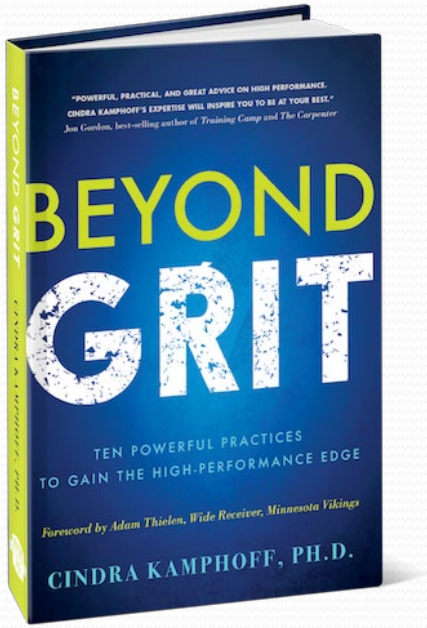
- Keeps you focused
- Psychological boost when you get to mark something complete

Break the Cycle of Chaos

This is My Why

"Your 'what' is your role/title. Your 'why' ignites you and keeps you excited."

—Cindra Kamphoff, Ph.D.



I AM THE COORDINATOR

I AM THE CHAOS-INATOR

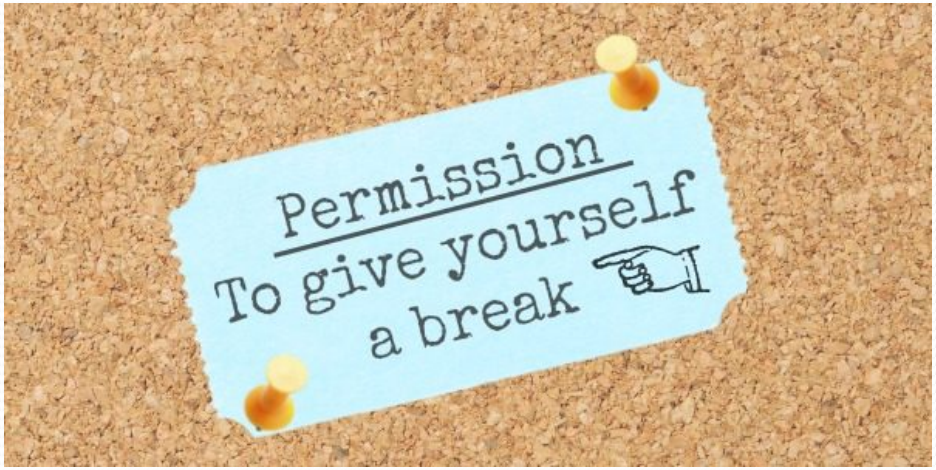
I AM THE COORDINATOR

React	Respond
Unproductive	Productive
• Passive-aggressive • Short-sighted • Gossip and rumor • Poor communication • Over-reacting • Jumping to conclusions	• Goals • Knowledgeable • Group success • Compromise • Big picture • Facts, data, and information

A CLUTTERED AREA IS A HAZARD
KEEP CLEAN
SmartSign.com • 800-952-1457 • S-6968

You're in ~~Chaos~~ Control!

- Set deadlines and clear expectations for yourself
- Feeling overwhelmed?
  - It's okay to say, "Give me a day or two to get back to you."



- Take control and be self-controlled

Components of Emotional Intelligence

1. Self-awareness
2. Self-regulation
3. Motivation
4. Empathy
5. Social Skills

Developed by David Goleman in 1999

Develop Emotional Intelligence

Stress ≠ Burnout

https://hbr.org/2016/11/why-some-people-get-burned-out-and-others-dont

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Manage Stress and Avoid Burnout

Manage Stress and Avoid Burnout

- Don’t stress yourself out
- Accept your limitations and own your mistakes
- Talk to someone
- Be patient, forgiving, and kind to yourself

Approach Your Work with C.A.L.M.

- Conscientious
- Attentive
- Laborious
- Mindful

My approach

Pay careful attention to your own work,
For then you will get the satisfaction of a job well done.
You won't need to compare yourself to anyone else.
For we are each responsible for our own conduct.
Galatians 6:4-5

You Have What it Takes!

Summary

- **Break the Cycle of Chaos**
  - Know your “why”
  - Adjust your attitude
  - Take control
- **Develop Emotional Intelligence**
  - Key factor in personal and professional success
  - Manage stress to avoid burnout
- **Approach your work with a sense of C.A.L.M.**
  - Conscientious, Attentive, Laborious, Mindful

Connect with Me

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