

**Present**

***Managing Yourself Remotely  
Time & Task Management***

**Jennifer Amstutz     Alan Krieger**

**For Victim Assistance Programs Funded by:  
New York State Office of Victim Services**

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**The OVS Resilience Webinar Series**

April 28	10:00 a.m.	Financial Sustainability for Victim Assistance Programs
April 30	1:00 p.m.	Psychological First Aid: Supporting Others in Managing Stress
May 5	1:00 p.m.	Building and Managing Teams Remotely
May 7	10:00 a.m.	Creating Trauma-Informed Environments for Children
May 13	11:00 a.m.	Managing Performance Remotely

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**Training and Technical Assistance**

**FREE individual and group coaching opportunities!**

<b>Individual Coaching</b>	<b>30 min sessions</b>	Provides participants access to one-on-one, tailored support for: <ul style="list-style-type: none"> <li>• Facing new leadership and management challenges</li> <li>• Learning new strategies and support techniques</li> <li>• Developing realistic problem-solving measures</li> </ul>
<b>Group Coaching</b>	<b>60 min sessions</b>	Leverage the power of peer wisdom and support discussing a wide range of leadership challenges, especially as relates to leading remotely. Sessions provide confidential: <ul style="list-style-type: none"> <li>• Access and connection to agency and program leaders you may not know</li> <li>• Opportunities to share challenges and successes you are facing in this unique new working environment</li> <li>• Facilitation of group discussion by a skilled leadership coach</li> </ul>

**Visit [calendly.com/ovs-ttarg](https://calendly.com/ovs-ttarg) to sign up today!**




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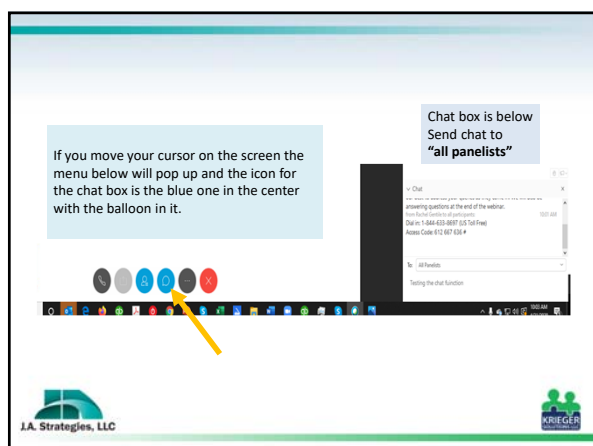
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### Workshop Objectives:

- Create a better and more comfortable workspace
- Establish a process for defining work time
- Create a daily schedule based on energy levels
- Prioritize and protect important tasks
- Track and monitor your use of time
- Reduce interruptions and time stealers

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### Poll: What are your biggest time management challenges right now?

Select up to 3:

- Interruptions from others in my home
- Interruptions from staff/supervisor
- Getting distracted (news, social media, mail)
- Difficulty being focused for a full day
- Technology breakdowns (or learning curve)
- Too many scheduled meetings (Zoom and phone calls)
- Other – type in the chat box

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## Create a Workspace that Works!

Walk around and take a look/listen:

- Noise
- Distractions
- Other's needs
- The view

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## Create a Workspace that Works!

- Designate a specific work zone
- Use nature and lighting to brighten your space
- Be organized
- Ventilation
- Make comfort a priority




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## Ergonomics

In addition to the earlier tips about setting up your workspace, comfort is important. These include:

- A chair with good support
- A computer that fits
  - Monitor should be at eye level (+/-)
  - Fore arms at right angle
  - Knees should be at right angles
- Consider a stand-up workstation if preferred
- Move!

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### Clearly Define Your Work Time

- Transitioning into work mode
- Daily Schedule
- Wrap-up Routine
- SIGN-OFF

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### Stop, Think and Share

*What have you done to create your workspace?*

*How do you transition to work?*

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### Creating a Daily Schedule

Be intentional, take into account:

- Others' schedule in your home
- Your team's typical schedule
- How team schedule changed with working remotely
- Clients' needs or needs of collaborating agencies




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From that:

- Identify times needed to collaborate
- Identify when office is not accessible

... Then, think about

- your natural energy rhythm (bio-rhythm)

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From That:

Rate your environment for concentration and your natural energy rhythm (bio-rhythm)

	Early Morning	Late Morning	Early Afternoon	Late Afternoon
Physical and/or Mental Energy	LOW	HIGH	HIGH	FADING
Work Environment Conducive to Productivity	LOW	HIGH	LOW	MEDIUM

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Rate your environment for concentration and your natural energy rhythm (bio-rhythm)

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Physical and/or Mental Energy	LOW	HIGH	HIGH	FADING
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Then look at your workflow.

- What work / tasks are needed from you during your high energy times?
- If routine, shift to low energy times or find someone to trade with

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Make the most of your high energy times

- Make a list of your important tasks.
- Review your list. Which require deep concentration?
- Schedule these during high production times.

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## Prioritizing

Urgent vs important

*Failure by other people to plan well doesn't necessarily create an emergency for you.*

- Learn to say no, so you can say yes to something that will make a bigger difference.
- Be available enough, but not all the time!
- Keep your eye on your goals, mission, core values.

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### Monitor Your To Do List

- What worked?
- What didn't get done?
- What got in the way?

Look for patterns of interruptions, distractors, or roadblocks.

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### Daily Time Planner / Log

Notes/Reminders:

Carryover Tasks:

Time	Planned Activity	Actual Activity	Comments

Observations:

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### Daily Time Planner / Log

Notes/Reminders:

Carryover Tasks:

Time	Planned Activity	Actual Activity	Comments
	Task 1		
	Task 2		
	Task 3		

Observations:

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### Daily Time Planner / Log

Notes/Reminders:			
Carryover Tasks:			
Time	Planned Activity	Actual Activity	Comments
9 a.m.	Task 1		
9:15	Task 2		
9:45	Task 3		
Observations:			

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### Protecting Your Time

*Dealing with interruptions and time stealers*

Working remotely, people can't see you

So proactively, let people know:

- when you are available for a drop in (lower energy time)
- how they can best drop in:
  - By appointment – preferred times
  - “Office hours” via Zoom

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### Protecting Your Time

*Dealing with interruptions and time stealers*

- “Batch” issues
- Shorten meetings by creating agendas
- Learn to say “no” or “not now”
- Arrange coverage so crises don't interrupt
- Limit multi-tasking -- stay focused
- Turn off auto-notification on your email

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## Office of Victim Services

### Training & Technical Assistance Request

- Training and Technical Assistance at NO COST to OVS funded VAPS
- Training, coaching and consulting can all occur remotely
- For more information: <https://ovs.ny.gov/training-technical-assistance-request>




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## Individual and Group Coaching

- No project application required
- Group coaching
  - Gain peer support and share peer wisdom
  - Groups of no more than 6 leaders
- Individual Coaching
  - Independent “ear” during crisis times
  - Explore new strategies and problem-solving ideas

For more info:  
See links on OVS training center & TTAR pages  
To sign up: [calendly.com/ovs-ttarp](https://calendly.com/ovs-ttarp)

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**Questions & Concerns?**  
**Type them into the Chat Box**

Or Email us later:

- [jennifer@JAstrategies.com](mailto:jennifer@JAstrategies.com)
- [alan@KriegerSolutions.com](mailto:alan@KriegerSolutions.com)

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Jennifer Amstutz    &    Alan Krieger

**Thank You**  
**for your time and**  
**participation!**

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