Fall semester is here, and we would like to welcome all of our continuing and new students and faculty. Welcome to ETSU! We want to take this opportunity to introduce you to the Monday Dose. This is a professional development newsletter brought to you by the Department of Health Services Management & Policy written and prescribed by students FOR students and graduates of the department and college. This month’s topic is Time Management. Building a successful, professional career will require effective time management skills, and we are most certain that this newsletter will give you great benefit. It is time to start managing our time.

For many students, time management can be a major enemy. We want this newsletter to help you have victory during this school year and also to help you carry out better time management in other arenas. Let’s start taking control of our time instead of time taking over us!
How good are your time management skills? Mindtools is a website that seeks to develop essential career skills. One way to find out about your strengths and weaknesses, in regard to time management, is to take the self-assessment quiz. The quiz contains 15 statements to which you respond, and then a score between 15 and 75 is awarded. Based on your score, you will get tips on how to improve on your time management skills such as goal setting, prioritization, managing interruptions, procrastination, & scheduling.


BJC Healthcare’s Employee Assistance Program, Balance Works Better, offers information regarding the Top 10 Time Management Myths. Check out these myth busters and ways to address them. Our favorite myth is #10: Time is money. Time is more than money; it's life. You can always get more money, but you can never get more time. It's an irreplaceable resource. When time's gone, you're gone.

http://www.bjceap.com/?id=33037&sid=34

Want to know why time management is important? This website lists 9 reasons why it is! Not only is time management important because it improves productivity, but it can also reap positive benefits on your health. Read through this list to find more inspiration on time management success.

http://www.appointment-plus.com/articles/why_time_management_is_im
“I am definitely going to take a course on time management... just as soon as I can work it into my schedule.” - Louis E. Boone

Quotes of the Month

“The bad news is time flies. The good news is you’re the pilot.” - Michael Altshuler
Failing to Manage Distractions
Distractions come in all forms -- friends, television, your cell phone, or others.

Procrastination
Waiting until the last minute to finish a task will only cause stress. Start early!

Taking on too Much
Too many tasks can also cause stress. Appropriate your time in accordance to priority and limit the unnecessary items.

Thriving on 'Busy'
“Busy” does not always mean you are accomplishing. Make sure whatever you are doing is productive and not just “busy”.

Failing to Keep a To-Do List
Keeping a to-do list will help you stay organized and see what you need to work on next.

Not Setting Personal Goals
Personal goals are essential to keep you on the right track. Having a goal in mind can help you reach the next step of development.

Poor prioritizing
When making your to-do list, it is important to label these in order of priority. This may be by due dates, importance, etc.

Multitasking
When completing more than one task at a time, quality of work may diminish.

Not Taking Breaks
According to recent studies, taking break intervals allows for better overall productivity. Take breaks to rest your mind and regain steam so you can finish strong.

Ineffectively Scheduling Tasks
Your calendar will become your best friend if you use it properly. Schedule tasks so you can fit in study time and personal time.
“Good Time Management Habits”

Strive to be Authentic
Knowing yourself can help you make choices and figure out priorities. Ask yourself if you really want to be doing what you are doing and why.

Favor Trusting Relationships
Trusting relationships will help you eliminate stress and encourage you in the right direction.

Maintain a Lifestyle That Will Give You Maximum Energy
With plenty of sleep and a balanced diet, you can fuel your body to be a better working machine.

Set Priorities and Stick to Them
That to-do list of yours, stick to it! Knock out those tasks to perform better time management skills.

Set Aside Time for Focused Effort
By giving yourself time to focus, you can generate a better plan to complete tasks.

Listen to your Body
Do not overdo it. If you are feeling under the weather, plan accordingly.

Finish what is Important, Don’t Wait
By waiting to finish what needs to be done, you are also pushing other important goals to the back burner.

Spot Issues Ahead of Time and Resolve them Promptly
If you know there is going to be a time commitment issue, handle it ahead of time to avoid time condictions.

Always Look for Better Ways to Complete Daily Tasks
Some daily tasks include dishes, laundry, etc. By finding the quickest way to complete it, you will have more time for other things.
“Ask the Professor”

Question:
What are your personal thoughts about time management?
Please share some day to day examples of how you effectively manage your time

Answer:

Time management is one of the most critical components to being successful in the work place. I tend to focus on four activities to effectively manage my time: prioritization, goal setting, productivity and procrastination prevention (AKA discipline).

1. **Prioritization:** ranking projects or daily tasks appropriately identifies a plan-of-attack or simply produces a “to-do-list”. When creating the rank use identifiers such as deadlines, financial impact, colleague/patron impact (are others depending on your work to be successful in theirs?), etc.

2. **Goal Setting:** set short and long-term goals for the day and work week. Spending too much time researching evidence-based methods? Set your phone timer to limit unnecessary browsing.

3. **Productivity:** Know your weaknesses! Assess what’s control vs. influence. Do you have difficulty getting back on track once you’ve been interrupted? Avoid distractions all together by turning off your phone. Need your phone on for work (out of your control)? Explain to those potentially causing interruptions (personal reasons) to please avoid contacting you during the work day unless it’s extremely important (influence) or set times when you are unavailable. Plan for distractions-it can take as much as twenty minutes to get back to where you prior to the disruption.

4. **Procrastination Prevention:** Learning to prevent procrastination is an invaluable skill. It takes discipline to “work ahead”. Not only can it prevent anxiety in the work place, but also allows for greater flexibility with scheduling, project improvement and dealing with the unexpected (sickness).

- Carl Meyer
“What are your personal thoughts about time management?

I am sure that almost everyone will tell you that the key to time management is to focus on the most "important" things, first. "Importance" is determined both by when something is due (a priority item due today is more "important" than a priority item due tomorrow) and the positive or negative impact of doing something, or not doing something, respectively.

This is completely true, but what folks don't often tell you is that, in order to know what is "important" you have to have a clear understanding of what your mission is, and where you, as a leader, want to guide your organization.

An effective leader has to figure out how to handle the "day to day" distractions while, at the same time, focusing on the things that really have to happen in the long term, for your organization to achieve success.

Try not to get bogged down in other people's priorities . . . . unless that person has the ability to help you (or prevent you) in achieving greater success in the future. I was once told "don't let other people put THEIR monkeys on YOUR back." This is almost always true, except when, by taking their monkey now, they can help you succeed later on.

A final cautionary note. Some time has to always be invested in your co-workers, colleagues and friends. An effective leader can't ALWAYS focus on what has to get done. Yes, some things have to be done NOW. But, at the end of the day, no organization can be successful unless its members "buy in" and support the mission and vision of the organization. Time has to be invested in other people.

The cautionary note holds true for each of us, as individuals, as members of families and as members of communities. You can compromise your time commitments to yourself, for a while, but not in the long term. As the story goes, you have to take time to "sharpen the axe."

"Please share some day-to-day examples of how you effectively manage your time."

I always have a list of my pending items--things that I know have to get done. This list usually goes out 4 - 6 months in the future. Each day, I identify which item(s) on the list have to get done that day. Each week, I try to focus on a couple of long-term items (especially speeches, or lectures) that will take a longer time to prepare. A job is sort of like studying--you can sometimes do it "just in time" but most of the time you need to put in long-term effort. Remember, as a leader, the things you decide to focus on "today" aren't ONLY the things that are due "today."

One of the hardest challenges in time management is the realization that we can't and shouldn't try to do everything by ourselves. A real key to time management is to ask "is there someone who can help me do this task better, more efficiently, and more completely?" Help others and let them help you--the success of the organization is the ultimate goal.

Best wishes,
Randy Wykoff
I like to focus on a principle that Stephen Covey advocated; that I focus only on those things that I can ultimately control. There are two circles that we operate in: the circle of concern and the circle of influence. The circle of concern involves those things of which I have no control. Waiting on a response from a co-worker or teacher, worrying whether or not I will get a certain grade on something, talking to others about things that I don’t have the ability to change, etc. Conversely the circle of influence involves those things I do have direct control over. How hard I work on a paper for a class, how much time I spend working on a project, actively pursuing things that benefit my work, education, relationships, etc.

The question is: How much time do we spend in the circle of concern? How much of our precious time do we spend worrying about things that we have absolutely no control over? How much time do we spend complaining about those things to others? Would that time be better utilized in the circle of influence where I can have some kind of impact on those things that can be changed? In the end, worrying is like a rocking chair. It gives you something to do, but gets you nowhere.

- Colin Chesley
Dates To Remember

Thursday, October 2nd

The Farmers Market at ETSU is returning to campus! Approximately 10 vendors will bring their goods to the university campus in the parking lot located in front of the library. This will take place every Thursday through the month of October from 10 A.M. to 2 P.M. This event is focused on agriculture, science, and engineering.

Tuesday, October 7th

Jennifer Hunt will be our guest for the Breakfast with the Expert lecture at 8:30 A.M. Prior to the lecture, there will be a light breakfast served at 8:00 A.M. This will take place in Room 116 of Lamb Hall.

Thursday, October 23rd

Director, Health Promotion Policy Center for Science in the Public Interest, Jim O’Hara will be giving a presentation on “Federalism in Nutrition Policy: Making State and National Policies Work Together” at the Millennium Center for our Leading Voices in Public Health event.

Friday, October 24th

TWLOHA Fall Festival is sponsored by “To Write Love on Her Arms” and will feature your favorite fall activities. There will also be food and entertainment.

Sunday, October 26th

ETSU SGA Homecoming Comedian will be amusing the crowd at the Freedom Hall Civic Center at 7:30 P.M.
References

Information:

- http://www.bjceap.com/?id=33037&sid=34
- http://www.appointment-plus.com/articles/why_time_management_is_important.php

Images:

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