



International
Wellbeing Insights
People, Culture & Wellbeing



Stress Management Society
from distress to de-stress

NECS

Prioritisation, Time & Energy Management

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North of England
Commissioning Support Unit



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WELCOME

Stress is the driving force that keeps us on our toes and ensures that we push to be the best we can be. However that is only valid up to a certain point. If we have too much stress and endless wear and tear, it can drive us into physical, mental and emotional exhaustion.

Certainly we can't avoid the problem. Situations arise on a day-to-day basis, which make physical, mental and emotional demands on us. There may be decisions that need to be made, deadlines that need to be met, and lessons to be learned.

Unreasonable stress affects one in five of the working population and after acute medical conditions it is the most common cause of long term sickness absence from work (CIPD Absence Management 2014).

Stress undoubtedly makes people ill. It is now known to contribute to heart disease, hypertension and high blood pressure, it affects the immune system, is linked to strokes, IBS (Irritable Bowel Syndrome), ulcers, diabetes, muscle and joint pain, miscarriage, allergies, alopecia and even premature tooth loss.

Therefore it is imperative to strike the right balance. As individuals, we must take stock of all aspects of our life and situations and learn to cope better.

Treat it early, and your prospects are good. Ignore the problem, and there is a risk that 'burnout' may become a permanent state of affairs.



TIME MANAGEMENT & PRIORITISATION

Time management is a stress management technique. If you fail to master your time, you get overwhelmed, you get stressed and your energy levels, productivity and efficiency diminish.

Good time management is essential if you are to handle a heavy workload without excessive stress. By using time management skills effectively, you can reduce work stress by being more in control of your time, and by being more productive. This ensures that you have time to relax outside work. This skill can also be used outside of work e.g. scheduling doctors appointments or sporting activities.

PRIORITISATION GRID

How many priorities do you have? Five? Ten? Too many to even count? The definition of a priority is the most urgent and important thing to be done, everything else comes after...in order of urgency and importance!

	URGENT	NOT URGENT
IMPORTANT	<p>1</p> <p>DO</p> <p>The most urgent and important task. <u>Must</u> be done now, other things have to stop or can't progress until this is actioned.</p>	<p>2</p> <p>DIARISE</p> <p>As important as Box 1, but without the time pressure or risk factors. We can predict them and they can be scheduled.</p>
NOT IMPORTANT	<p>3</p> <p>DELEGATE</p> <p>Appears to be urgent but is actually not important. Ask yourself: <u>Why</u> am I doing this now? Why am I doing this <u>now</u>? Why am <u>!</u> doing this now?</p>	<p>4</p> <p>DELETE</p> <p>The distractions, the time robbers, the trivia. Things you don't need to be involved with, especially when under time pressure, that stop you from being effective.</p>

TIME MANAGEMENT & PRIORITISATION

PRIORITISATION GRID

Use the prioritisation grid to sort your tasks in order of importance and urgency. Ideally, you should be spending most of your time working on things in box 2! Ask yourself: **Why am I doing this now?**

Write down, in no particular order, 3 situations/worries that you often think about or are currently challenged with, use the grid to prioritise them.

1. _____
2. _____
3. _____

	URGENT	NOT URGENT
IMPORTANT	1	2
NOT IMPORTANT	3	4

MINIMISING DISTRACTIONS

WHAT ARE YOUR TIME AND ENERGY ROBBERS?		
DISTRACTOR	HOW DO YOU DEAL WITH IT NOW?	WHAT COULD YOU DO INSTEAD?

EXAMPLES TO GET YOU STARTED:

EMAILS

TURN OFF POP UPS, CLOSE YOUR EMAILS WHEN YOU NEED TO FOCUS AND AGREE THIS WITH MANAGERS AND TEAM MEMBERS. SET A TIME TO REVIEW THEM, THIS WILL FREE YOU TO TACKLE OTHER IMPORTANT DUTIES.

COMMUNICATE ON YOUR EMAIL SIGNATURE YOUR WORKING HOURS AND AVAILABILITY

PHONE CALLS

USE VOICEMAIL OR PLACE YOURSELF ON DO NOT DISTURB ON TEAMS/JABBER/OUTLOOK AND SET ASIDE TIMES TO RETURN MISSED CALLS. YOU CAN SEE WHO HAS CALLED OR MESSAGED YOU ONCE YOU HAVE FINISHED

MEETINGS

USE REAL-TIME MEETING LENGTHS NOT DEFAULT SETTINGS AND A TIMED AGENDA, ESPECIALLY FOR LONGER MEETINGS OR WHERE THE CHAIR PERSON IS LESS EFFECTIVE

INTERRUPTIONS

USE A 'DO NOT DISTURB' VISUAL FOR IMPORTANT/URGENT TASKS. IF YOU NEED TO BE FOCUSED, SET YOUR STATUS TO ACTUALLY MEAN WHAT YOU ARE DOING... AND REALLY MEAN IT!

PRODUCTIVITY CYCLE

When we start on a new task it takes a little introduction time to get into a zone of focus, we can then maintain that for a period of time, and eventually we get tired and lose attention. This is true if we are dedicated to just one task, however most of us start working on an activity and then get distracted by emails, phone calls and demands.

Bob Proctor, a productivity expert from the USA, believes this decreases your efficiency by over 400%! Being distracted and jumping from task to task prevents us from giving any activity our full attention resulting in more time and energy spent to produce the same or a lower the quality of work.

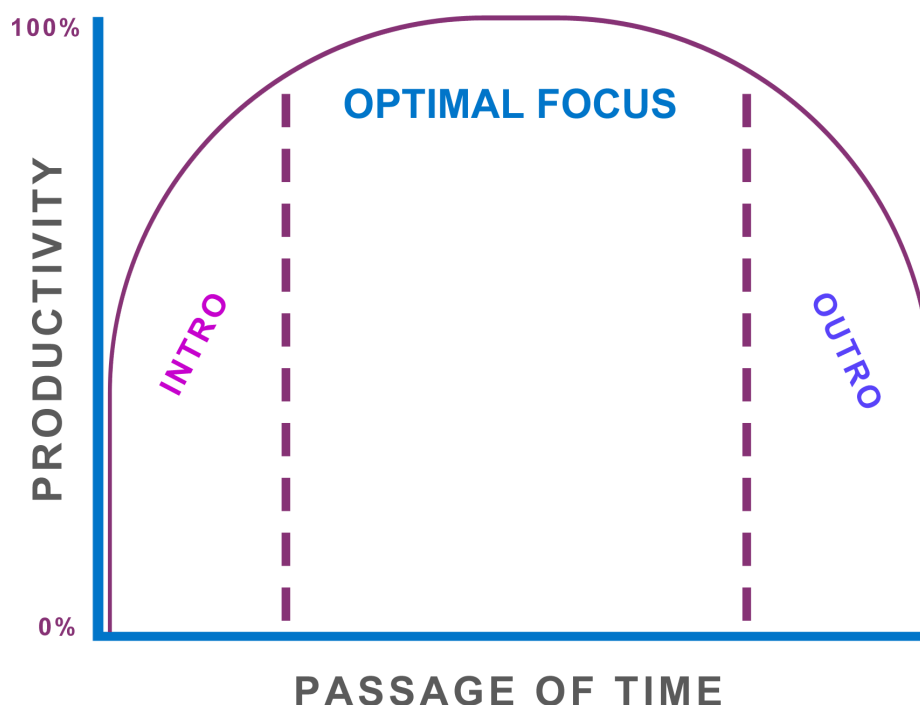
There are many schools of thought on the length of the productivity cycle: The Pomodoro Technique® suggests 25 minutes, Tony Schwartz says 90 and then break. Dr. Rossi recommends interspersing your work with 20 minute breaks over the course of the day instead of a traditional lunch break time in the middle of the day.

Whatever the technique, the important part is to break and reset.

Challenge yourself to work up to a 60min productivity cycle without distractions and see how much more focussed and rested you are!

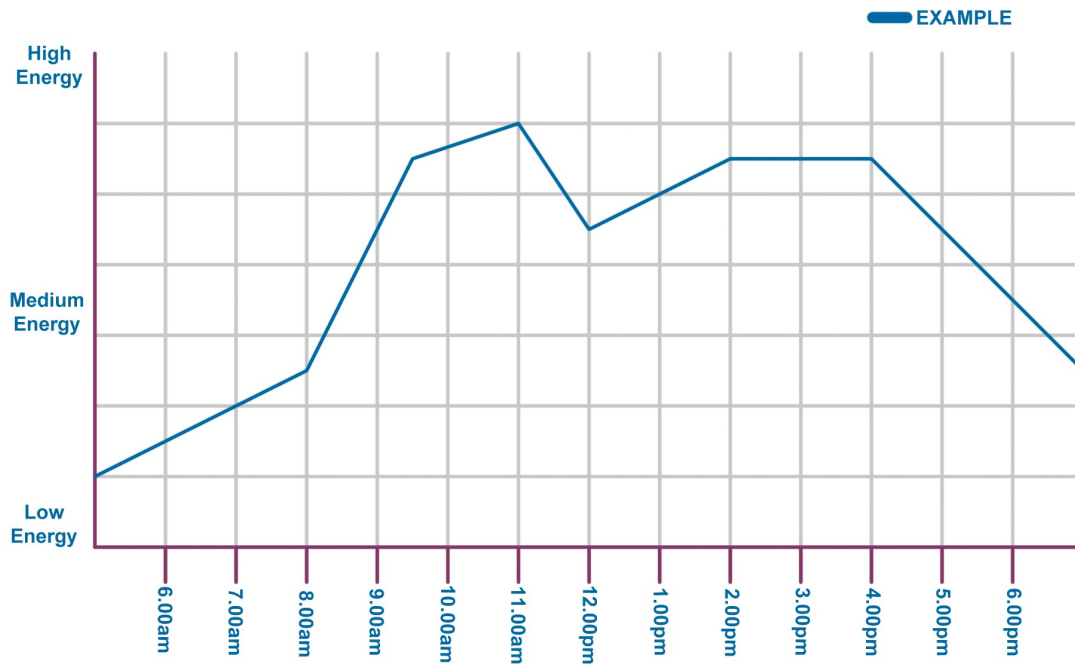
Remember: you're not a robot, it's not cheating, they're resets!

Take some time away from your desk.



ENERGY MANAGEMENT

It is more efficient to arrange your workload to match your energy levels. E.g. if you know that you have an energy boost in the mornings, use that time for high energy or creative tasks, then use your lower energy times for general admin tasks such as checking emails.



- When are you most productive?
- When is your team most productive?
- Are you a morning or an afternoon person?
- What is the first thing you do in the morning?
- How do you feel in the afternoon?
- Are you saving up or delaying tasks to when you have the least amount of concentration and headspace?
- Is this the best use of your time, focus and energy?



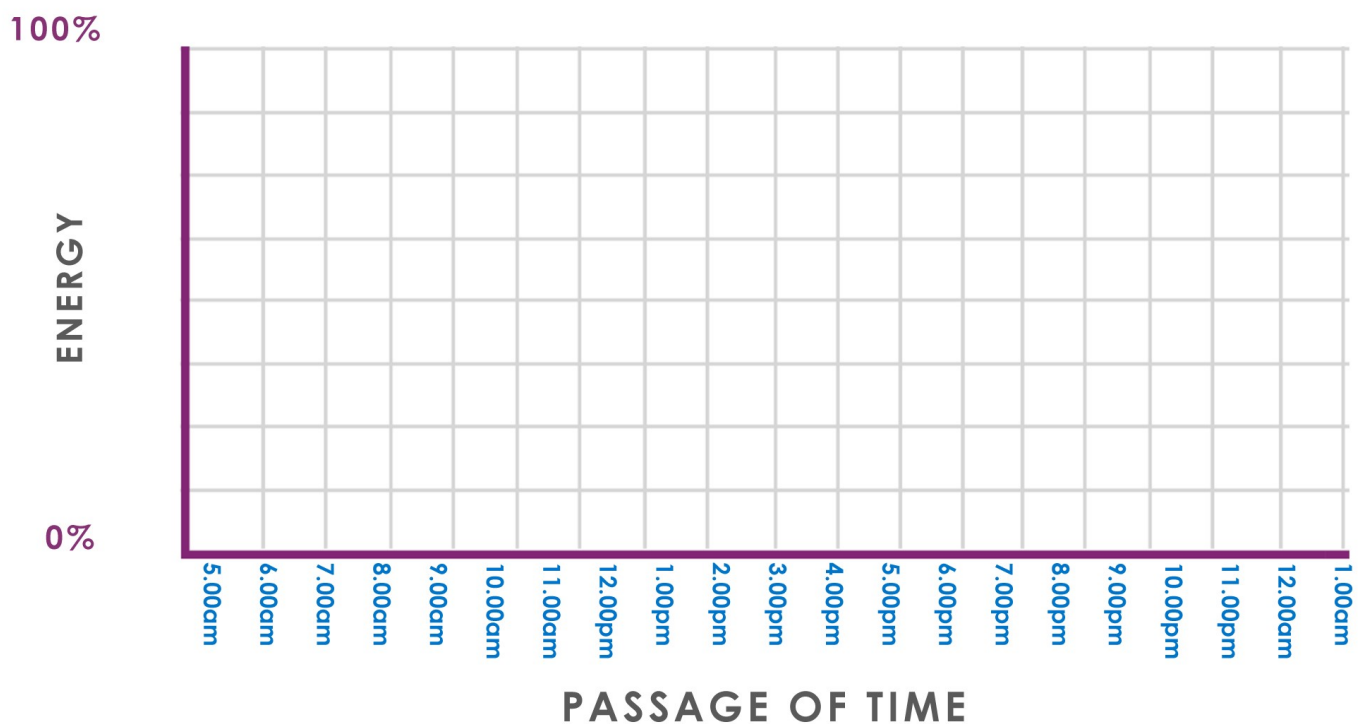
ENERGY MANAGEMENT

Use the chart plot your own energy cycle:

Does this match when you schedule your work?

Could you use the chart to plot for a different time period:

A week, a month, a quarter or even a year?



SUPPORT RESOURCES

THE EMPLOYEE ASSISTANCE PROGRAMME (EAP) is a 24/7 phone and web service providing confidential support and advice in such areas as family matters, debt advice, counselling, dealing with illness and relationships . Further details of the service can be found on the intranet. You can access the service at www.pamassist.co.uk or on 0800 882 4102. When using the service online you will be asked for your organisational username and password which is; Username – necs Password – necs1

THE WELLBEING ACTION PLAN and SIGNPOSTING TOOL can be found on the Health and Wellbeing Page on the Intranet.

MENTAL HEALTH FIRST AIDERS

WOW INTRANET PAGE – Where you will find information and access Individual Risk Assessment

Access to national support, wellbeing support apps and guides can be found here: <https://people.nhs.uk/>

Access to your LOCAL MENTAL HEALTH RESILIENCE HUB – The NHS staff mental health and wellbeing hubs have been set up to provide healthcare colleagues rapid access to local evidence-based mental health services and support where needed. <https://www.england.nhs.uk/supporting-our-nhs-people/support-now/staff-mental-health-and-wellbeing-hubs/>

BETTER HEALTH –Better Health is here with lots of free tools and support
<https://www.nhs.uk/better-health/>

SUPPORT RESOURCES

EVERY MIND MATTERS - Expert advice and practical tips to help you look after your mental health and wellbeing <https://www.nhs.uk/oneyou/every-mind-matters/>

LIVE WELL – Advice, tips and tools to help you make the best choice about your health and wellbeing <https://www.nhs.uk/live-well/>

National health and wellbeing support for our NHS people – Health and wellbeing support options available to all NHS staff www.england.nhs.uk/people

National NHS mental health and wellbeing support options – If you're feeling stressed, anxious or depressed, or just want to feel happier, the NHS website can help signpost you to existing support options <https://www.nhs.uk/conditions/stress-anxiety-depression/>

NHS APPS LIBRARY – Find apps and online tools to help you manage your health and wellbeing <https://www.nhs.uk/apps-library/>

WELLBEING WORKSHOPS- NECS has a number of wellbeing sessions which can be booked on <https://learning.necsu.nhs.uk/>

MY 30 DAY ACTION PLAN

KNOWLEDGE IS POWER...ONLY IF YOU APPLY IT OR TAKE ACTION.

**HOW DID YOU DO? WHAT ARE YOU DOING WELL? WHAT COULD NEED IMPROVEMENT?
THINK OF THE COMMITMENTS YOU ARE GOING TO TAKE TO BUILD YOUR PRIORITISATION,
TIME & ENERGY MANAGEMENT SKILLS**

**FINDING MEANINGFUL WAYS TO ENGAGE YOUR BRAIN AND OCCUPY YOUR TIME CAN
HELP ALLEVIATE DISTRESS AND IRRITABILITY .**

**THE COPING MECHANISMS THAT WILL WORK BEST FOR YOU WILL HAVE A LOT TO DO WITH
YOUR PERSONAL SITUATION.**

**IF YOU NEED SOME IDEAS, GO TO [STRESS.ORG.UK](https://www.stress.org.uk) FOR HUNDREDS OF TIPS FOR WHAT
YOU COULD DO INSTEAD**

ACTION POINT 1: I WILL...

ACTION POINT 2 : I WILL...

ACTION POINT 3 : I WILL...

ABOUT INTERNATIONAL WELLBEING INSIGHTS

Stress is a much used (and abused) term these days. You frequently hear people say “I’m stressed” or “I’m depressed”, yet there is still much confusion about what these terms actually mean and how best to tackle them. This is where we can help. We are the UK’s leading authority on stress management issues, which is why you will regularly hear us talking about this topic in the media.

International Wellbeing Insights is an organisation dedicated to leading effective universal change by maximising your resilience, happiness, productivity and success with our passionate approach to reducing stress and promoting wellbeing. Our extensive knowledge of stress and wellbeing and our cutting edge interventions have made us the primary organisation dealing with work-related stress reduction and wellbeing promotion in the UK since 2003.

For years, we’ve been empowering individuals to take charge of their wellbeing through our workshops, guides and regular updates. We also act as a trusted advisor for many companies such as SMBC, Garrett, Dragados, DHL, and the NHS—guiding them through the wellbeing solution maze.

For more information or to book a workshop or a coaching session see www.wellbeing.work or call 0203 142 8650 or email info@stress.org.uk

If you want to promote wellbeing in your company using branded stress management products, go to www.stress.org.uk.





We provide a range of services across the UK and internationally. We are always happy to discuss how we can support you.

We look forward to supporting your wellbeing journey.

Find Us Here:

The Lighthouse
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www.stress.org.uk
www.wellbeing.work

We have supported many organisations, including:

