

Hours of Work and Managing Work Hours

Today's toolbox talk will address the topic hours of: **WORK AND MANAGING WORK HOURS**

This toolbox talk is designed to provide education and training in the area of best practice and should not be considered as an exhaustive method of training.

The information provided in this toolbox talk should be taken into consideration along with the guidelines set out in the Employee Handbook and all other company workplace health and safety policies and procedures.

Tips for managing work hours

- Ensure you are opting for healthy meals
- Staying hydrated
- Make sure you are getting enough sleep
- Keep in mind your priorities and goals
- Take your breaks to prevent burnout

The Importance of Time Management

Improving your time management at work allows you to enhance your performance and achieve your desired goals with less effort and more effective strategies.

However, failing to manage time or poor time management skills at work can result in:

- ⚠ Missed deadlines and appointments
- ⚠ Procrastination and lack of focus
- ⚠ Lack of professionalism
- ⚠ Inefficient workflow and low work quality
- ⚠ Unwanted stress
- ⚠ Poor professional reputation
- ⚠ Strained workplace relationships
- ⚠ Work and life imbalance

Seven principles of Time Management

1. Have a clear vision
2. Do one thing at a time
3. Define your limits
4. Use closed lists
5. Isolate your backing
6. Reduce random factors
7. Consider commitment vs. interest

Benefits of Time Management in a Workplace

- ✓ Deliver work on time
- ✓ Provide a **better** quality of work
- ✓ More productivity and efficiency
- ✓ Much less procrastination
- ✓ Less stress and anxiety
- ✓ Improved quality of life
- ✓ More opportunities and career growth
- ✓ More time for leisure and recreation





Having Good Time Management, why does any of this matter?

We live in a time where we should be working smarter, not harder! And how could be possibly work smarter, without extraneously hard hours you may ask?

1. Complete most important tasks first

Identify what's most critical or important and go with that!

2. Learn to say "no"

- It's okay to learn to decline opportunities.
- Your objective should be to take on only those commitments that you know you have time for can fully provide quality service to your clients for!

3. Sleep at least 7-8 hours

Did you know that most people need 7-8 hours of sleep each 24-hour day. That means that sleep loss built up slowly over several nights can be just as harmful as a full night's sleep in just one night!

Both produce a decline in performance such as:

- Slower reaction times;
- Failure to respond to changes; and
- The inability to concentrate and make reasonable judgments.

4. Devote your entire focus to the task at hand

- Close out all other browser windows. Put your phone away, out of sight and on silent.
- Find a quiet place to work, or listen to some music if that helps you!

5. Be conscientious of amount of TV/Internet/gaming time

Time spent browsing Twitter or gaming or watching TV and movies can be one of the biggest drains on productivity. If you can become more aware of how much time you spend on these activities; you'll probably find that you'll spend less time doing them!

6. Set a time limit in which to complete task.

Instead of just sitting down to work on a project and thinking, "I'm going to be here until this is done," try thinking, "I'm going to work on this for three hours".

The time constraint will push you to focus and be more efficient (even if you end up having to go back and add a bit more later).

7. Exercise and eat healthy

After all, A healthy body = A healthy (and productive) mind!

8. Make enjoyment out of what you do!

- Enjoyment should always be the goal.
- (Work can be play – you make your own enjoyment)

Activity

All of these are one of the seven (7) principals of time management, except:

- Have a clear vision
- Define your limits
- Do one thing at a time
- Don't go to sleep until you finish what you're doing

What are the six (6) tips for managing your work hours?

Facilitator to discuss with group after they have finished their group work.



Sign-Off

By signing this form you confirm that you have attended the Toolbox Hours of Work and Managing Work Hours and fully understand the details of the training provided.

Date:

Attendees Name:

Signature:

Instructor Name:

Signature: