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EXCLUSIVE WEBINAR PRESENTATION

IT'S ABOUT TIME:
Systems and Strategies for
Conquering What Gets In Our Way




Presented by Susan Weiner, MS, RDN, CDE, CDN, and Leslie Josel

Leslie Josel



- * Owner: Order Out of Chaos and Products Designed with Students in Mind
- * Academic/Life Coach: Teens and College Students with ADHD and LD
- * Author: Award-winning "What's the Deal with Teens and Time Management" and "The Complete Diabetes Organizer"
- * Columnist: Parenting Expert for Family Circle Magazine
- * Creator: Award-winning Academic Planner: A Tool for Time Management

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Susan Weiner
MS, RDN, CDE, CDN



- * Owner, Susan Weiner Nutrition, PLLC
- * 2016 DRI Dare to Dream Awardee
- * 2015 AADE Diabetes Educator of the Year
- * Diabetes in Real Life column editor, Endocrine Today
- * Co-author "The Complete Diabetes Organizer: Your Guide to a Less Stressful and More Manageable Diabetes Life" and "Diabetes 365"

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Dietitian Decision: Opportunities vs Time

- * Clinical Position
- * Private Practice
- * Speaker
- * Author
- * Researcher
- * College Professor
- * Food Expert
- * Professional Development
- * Entrepreneur-Product/Program Development
- * Social Media
- * Food Service
- * Volunteer
- * Advisory Boards
- * Media
- * **PERSONAL LIFE**

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What's Really Getting in the Way?



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Confronting Your Time Robbers

- * Emotional
- * Environmental
- * Intellectual
- * Social



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Understanding FOMO



The Fear Of Missing Out

62% of all American Adults are afraid of missing something important if they don't keep an eye on their social networks

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Managing Media Distractions



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What's Your Time Profile?

Preferences and Personalities	
* Style * Deadline	* Independent x Group * Last Minute x Long Lead Times
* Environment * Focus	* Silence x Noise * Multitasking x 1 At a Time
* Pace * Performance	* Fast & Furious x Slow & Steady * Planned & Prepared x Spontaneous
* Energy * Tactile	* Morning x Evening * Paper x Digital

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Case Study: Susan Before & After

Past

- * Accepted too many assignments with similar due dates
- * Morning person, who was "burnt out" every night
- * Worked at a fast and furious pace, and missed important details
- * Fast and furious pace led to mistakes
- * Too much multitasking led to mistakes
- * Said "yes" too often

Present

- * Selective on assignment offers
- * Plans activities and reviews schedule the night before
- * Focuses on one item at a time = stress reduction and improved performance
- * Slow and steady pace with long lead times works every time for me!
- * Learned to say "no" in a confident and positive way

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Time Management vs Motivation Management

- * Just Start!
- * Reflect on where you've been
- * Hardest or longest first
- * Build in rewards
- * Deadlines real or fake



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Motivation Management

- * Accountability Partner
 - * Someone trusted, but not necessarily another dietitian
- * Body Double



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Tips and Tools

Define & Assign!

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Tips and Tools

- * Time vs Task
- * Batch and Focus
- * Clear the Decks
- * Make a Plan, Stan!



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Batch and Focus: Maximize Concentration, Minimize Distraction

Susan's Batching

- B** - Break down larger tasks into smaller tasks
- A** - Answer e-mails during "specified" hours
- T** - Task list updated daily
- C** - Cross off tasks upon completion
- H** - Hours designated "specifically" for writing

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Let Your Environment do the Work!



External Communicators

- * Find Your Sweet Spot
- * Accessories
- * Lighting
- * Music

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Susan's Checklist: Activate Your Environment

- A** - Adjust headphones (to keep out noise)
- C** - Chill my favorite water bottle
- T** - Test my pen (and my back up pen)
- I** - Internet break. Shut down my internet/SM during specific hours.
- V** - Verify my "work stop" timer is set
- A** - Adjust room lighting
- T** - Take my lunch break
- E** - Examine my daily "paper" planner

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Interruptions

- * Counter Offer
- * Create Do-Not-Disturb Time
- * X Marks the Spot
- * "Stock Responding"
- * Plan the Unplanned



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Susan's "Do Not Disturb Time"

- * Silence notifications on the cell phone
- * Schedule "alone" hour
- * Program "e-mail" away message when overloaded or unavailable



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Susan's Stock Responses

Thank you for thinking of me, but I have another commitment

E-mail response

Thank you for inquiring about the services offered at Susan Weiner Nutrition. We're happy to answer any questions you may have and aim to respond within 24 hours. In the meantime, please feel free to contact us by phone at (516) **** **.

"Dropped the ball" response

Thanks so much for your kind note last month! Yep, it was definitely exciting to get the mention in (mention magazine or event) —things have been crazy here ever since, which is why I'm so late in answering your email. (I apologize!)

Turning down an offer

After thinking it over, I don't think this assignment is a good fit with my current business model. However, you're clearly talented and motivated, and I'd be more than happy to see if I know anyone who might be a better fit. Let me know if you're interested.

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Do Something!



- * Take out your planner
- * Circle the date, 2 weeks from today
- * What project do you want to complete by the date?
- * Write the project in the planner
- * Reach out to your accountability partner about your progress

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Final Thoughts

"It's not how many things you start that make you successful. It's how many worthwhile things you finish."
— Peter Turla

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Questions and Answers



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Resources

- Allen D. *Getting Things Done: The Art of Stress-Free Productivity*. New York, NY: Penguin Books; 2001.
- [Time Management Magazine](#) website.
- [LifeHacker](#) website.
- [WatchMinder](#). Programmable vibrating reminders to help you stay on task and focus.
- [Pomodoro Timer](#). Focus for 25 minutes and then timer signals it's break time.
- [Focus Booster](#). Provides digital visual cues to keep track of time.
- [Rescue Time](#). Helps you understand your daily habits so you can focus and be more productive.
- [StayOnTask](#). An app that checks in to make sure you are doing what you're supposed to do.
- [TextExpander](#). Customizes your text so you have canned responses.
- [Freedom](#). For Mac users: blocks the internet, even on your phone.
- [Anti-Social](#). Blocks specific distracting websites so you can be more productive.

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Contact Us!



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Thank You!

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Credit Claiming

You must complete a brief evaluation of the program in order to obtain your certificate. The evaluation will be available for 1 year; you do not have to complete it today.

Credit Claiming Instructions:

1. Log on to www.CE.TodaysDietitian.com, go to "My Courses" and click on the webinar title.
2. Click "Take Course" on the webinar description page.
3. Select "Start/Resume Course" on the webinar description page. If you do not see this button, you may need to select "Start" on the Webinar Evaluation step.
4. Complete and submit the Evaluation.
5. Download and print your certificate.

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