### How did the week go for you?

Did you use any strategies to nurture yourself?

What positive impacts did you notice from using new tools and strategies?



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### **College of Agricultural, Consumer and Environmental Sciences**

### Stress and Resilience in a COVID World 5-part Webinar Series



### Team Members

Dianne Christensen, MS Bernalillo County FCS Agent

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The College of Agricultural, Consumer and Environmental Sciences is an engine for economic and community development in New Mexico, improving the lives of New Mexicans through academic, research, and Extension programs.

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Karim Martinez, PhD, CFLE Family Life Specialist

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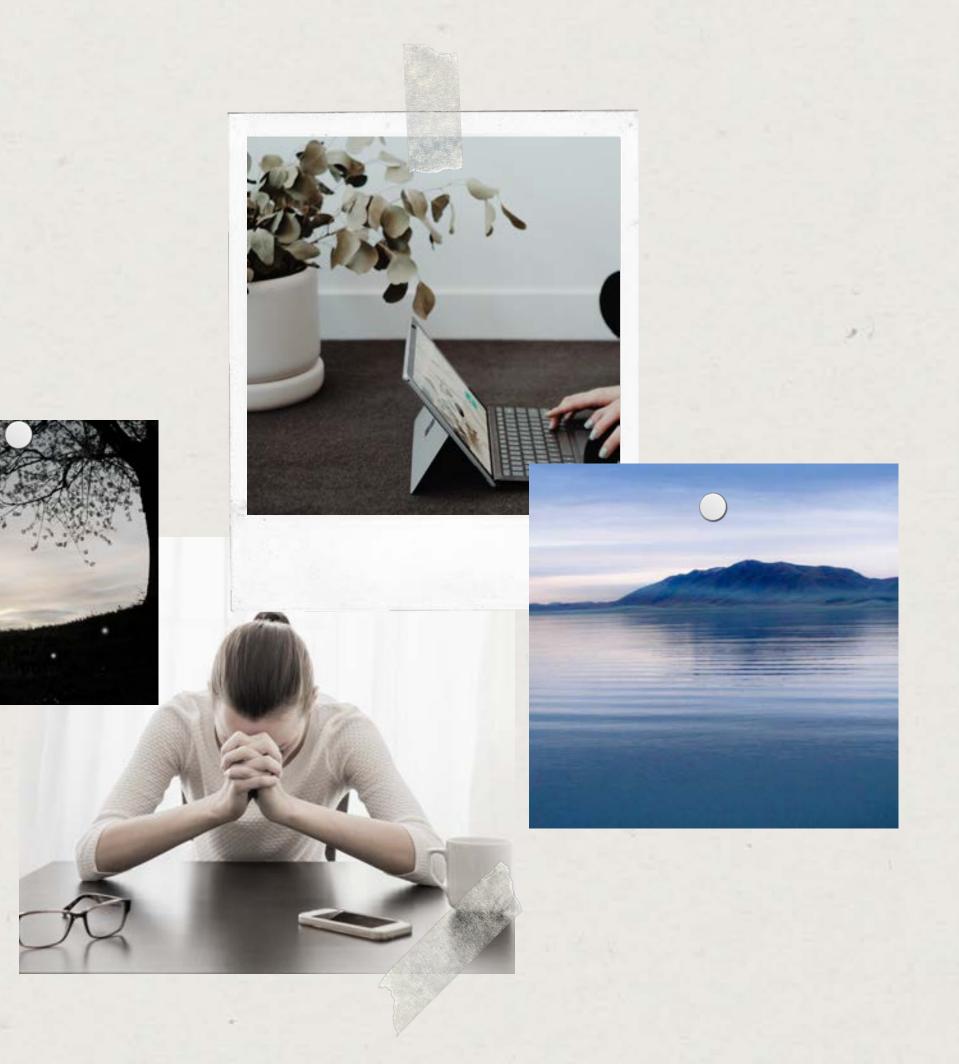
Karen Plawecki, PhD, RD
Nutrition Specialist

## Work-Life Balance





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Harder to disconnect - 24/7 culture

Working longer hours- 10% rise

Communication

Flexibility & Adaptability

Productivity & Motivation

Technology

## Lessons from the Pandemic

# Why is a healthy work life balance Important?



Healt h

**Rel**ationships



Quality of life





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# Do I have a healthy work life balance?

Life is a journey, not a

destination.

Ralph Waldo Emerson



### Balance

#### YOUR TIME & TASKS

#### TIME-MANAGEMENT FRAMEWORK

Also referred to as Urgent-Important Matrix, helps you decide on and prioritize tasks by urgency and importance, sorting out less urgent and important tasks which you should either delegate or not do at all.

# Draw 4 blank tables

100

#### Do First

IMPORTANI

LESS IMPORTANT

URCENT

FIRST FOCUS ON IMPORTANT TASKS TO BE DONE THE SAME DAY.

#### Schedule

LESS URCENT

IMPORTANT, BUT NOT-SO-URGENT STUFF SHOULD BE SCHEDULED.

#### Delegate

WHAT'S URGENT, BUT LESS IMPORTANT, DELEGATE TO OTHERS.

#### Don't Do

WHAT'S NEITHER URGENT NOR IMPORTANT, DON'T DO AT AIL

### Balance

YOUR TIMES & TASKS

HOW TO USE MANAGE YOUR TASK

PRIORITIZING TASKS BY URGENCY AND IMPORTANCE RESULTS IN 4 QUADRANTS WITH DIFFERENT STRATEGIES.



## Strategies

GUIDE TO MANAGE YOUR TIME AND ENERGY.





#### At work

Set Boundaries Say No track your mod Delegate



#### Teleworking

limit working hours flexible schedule set up a work space unplug



#### Schedule into the day

Get some time out side

personal time & breaks

self care

movement

Relationships with coworkers



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1.0



People

GUIDE TO RECONNECT WITH PEOPLE.

### **Session 3 Survey**

https://acesnmsu.az1.qualtrics.com/jfe/ form/SV\_72H9V0hNCsodAou

## Session 4, October 21 Healthy Habits, Nutrition Karen Plawecki, PhD, RD



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