

# Ten Minute Wellbeing Tips for Managers



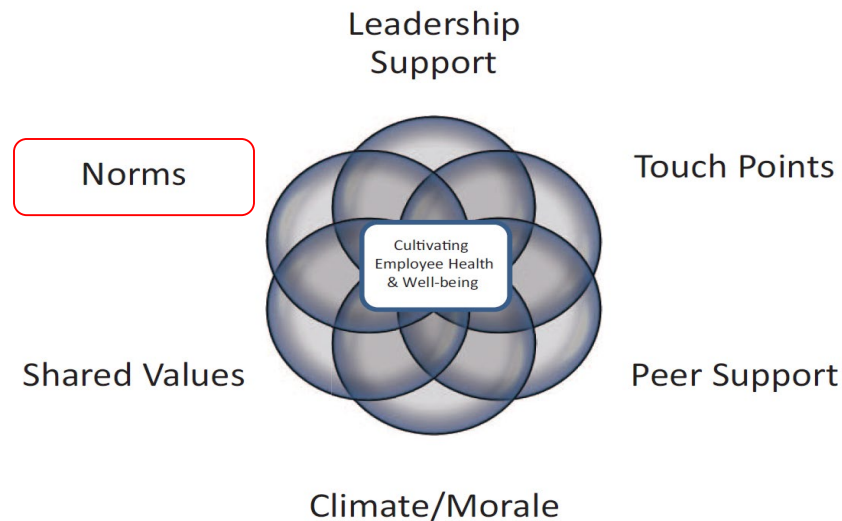
*Powered by the Office of Wellbeing*

*Vision: For our employees to leave work at the end of the day healthier than when they arrived*

# Theme: Leadership Support

## Episode 22: Prioritizing

- Last week's Episode: Meetings
- This week : Setting Priorities



# Why is prioritizing difficult?

- Your own manager
- Drive to succeed
- Easy access to being productive
- Constant input – difficulty focusing



# Please Give Me Your Undivided Attention

- Increased errors
- Less productive and less efficient (takes longer)



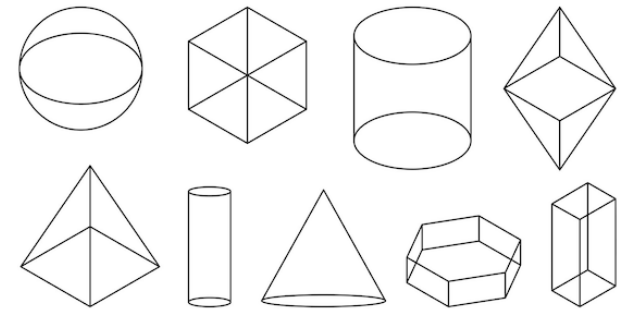
# It's a Matter of Life or Death

The Reality: caring for multiple patients at once



# Multitasking: The Math Doesn't Add Up

1	3	5
2	4	?



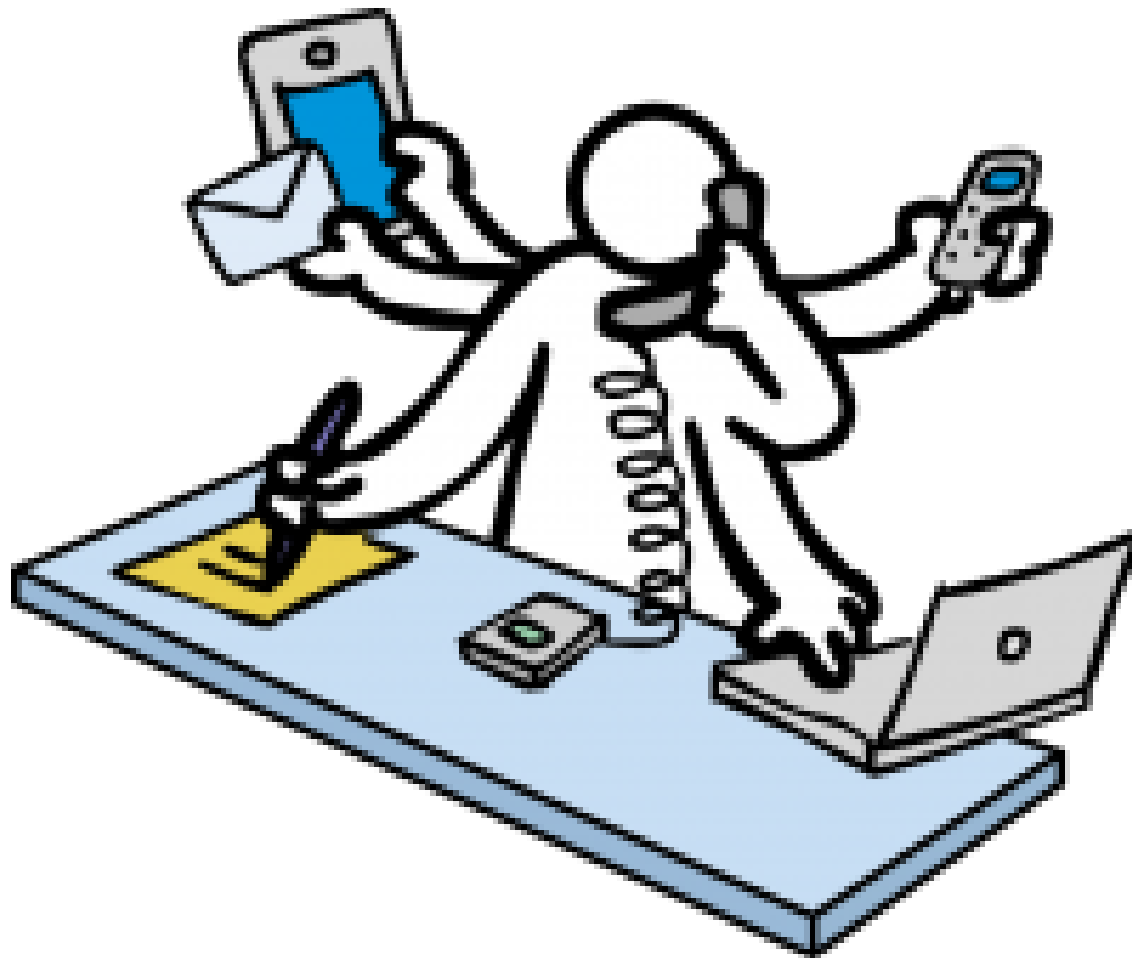
$$\text{🍏} + \text{🍏} + \text{🍏} = 30$$

$$\text{🍏} + \text{🍌} + \text{🍌} = 18$$

$$\text{🍌} - \text{🥥} = 2$$

$$\text{🥥} + \text{🍏} + \text{🍌} = ??$$

# E-mail



# The Cost of Smart Phone Multi-tasking

- Increases stress
- Decreased working memory and long-term memory
- More likely to be distracted
- More likely to be hit by a vehicle while on phone
- Harm relationships
- Increases depression and social anxiety





# Prioritizing Our Assignments



# Annual/ Long Term Work



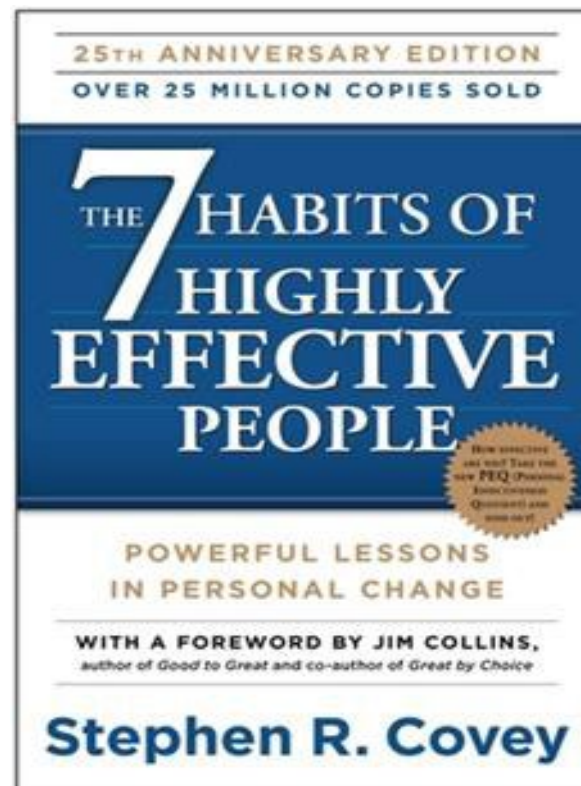
# Put Your own Mask on First

- Complete similar assignments in succession.
- Dedicate time on calendar for projects and documents
- Turn off your phone!
- Make self-care a priority



# The Seven Habits of Highly Effective People

## #3. Put First Things First





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## Episode 22: Prioritizing

- **Manager tip # 25.** Designate email time
- **Agenda tip # 26** Make self-care a priority
- **Agenda tip #27** Remind your team to take a breath
- Answer two questions before you go!



**Next week:** Putting it all together & taking a pledge

# Connect with Healthy at Hopkins and the Office of Wellbeing

## Healthy at Hopkins

- Access the portal via my.jh.edu and click on the 'Healthy at Hopkins' tile
- 833-554-4554
- healthyathopkins@jhmi.edu

## Office of Wellbeing

- <https://www.hopkinsmedicine.org/joy-at-jhm/office-of-well-being>
- OWB@jhmi.edu

## Follow us on Twitter and Instagram



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# Crazy Sock Time!





# Pick My Brain...

## What Question Do You Have?

