

Ten Minute Wellbeing Tips for Managers



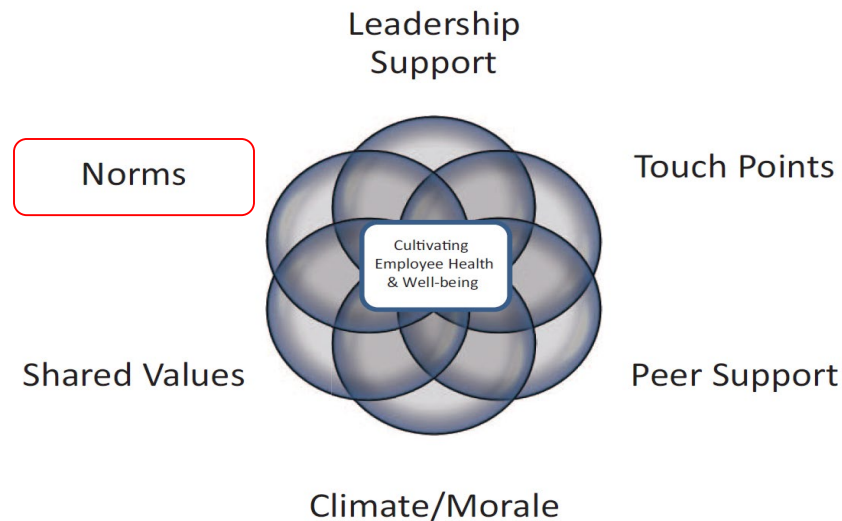
Powered by the Office of Wellbeing

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)



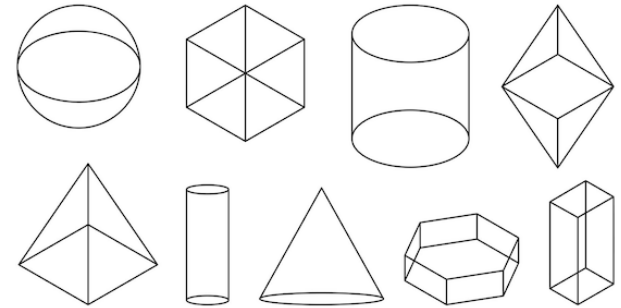
It's a Matter of Life or Death

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



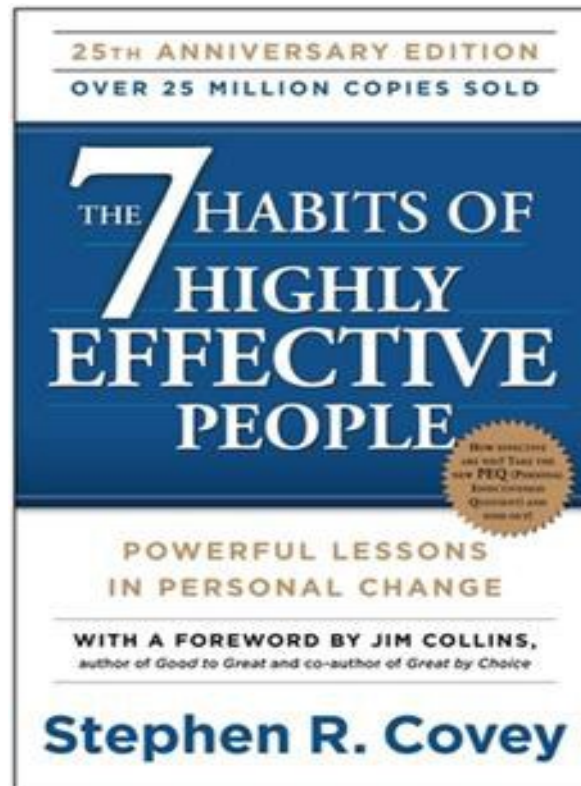
Put Your own Mask on First

- 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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- **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/office-of-well-being>
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Crazy Sock Time!



Pick My Brain...

What Question Do You Have?

