

Teaching / training assignments: Life skills - Balance between parenting and career under project **2023-1-BG01-KA121-ADU-000115419**, Erasmus +

Leader: Association of Psychologists in Bulgaria

Participating organization: APB /Kocatürk Danismanlık Özel Egitim Hizmetleri Turizm ve Proje Hizmetleri Ticaret Sanayi Limited Sirketi

DATES: 29.03.2024 – 07.04.2024

Day 10

Topic1

Developing Time Management Skills-management
techniques for prioritizing tasks and responsibilities.

Developing Time Management Skills

Prioritization Techniques

The Eisenhower Matrix

Categorize tasks into four quadrants:

- Urgent and Important: Handle these tasks immediately.
- Important but Not Urgent: Schedule these for later.
- Urgent but Not Important: Delegate or minimize these.
- Not Urgent and Not Important: Consider eliminating or postponing.

ABC Method

Label tasks as A, B, or C:

A: High priority and must be done today.

B: Important but can wait a bit.

C: Nice to do, but not critical.

Focus on completing A tasks first.

Pareto Principle (80/20 Rule):

Identify the 20% of tasks that yield 80% of results.

Prioritize these high-impact tasks.

Time Blocking:

Allocate specific blocks of time for different tasks.

Create a daily schedule with dedicated time slots for work, family, and personal activities.

Eat That Frog!:

Tackle the most challenging task (the "frog") first thing in the morning.

Once done, the rest of the day feels easier.

Batch Processing:

Group similar tasks together (e.g., emails, phone calls, paperwork).

Process them in one go to minimize context switching.

Two-Minute Rule:

If a task takes less than two minutes, do it immediately.

Avoid accumulating small tasks that clutter your to-do list.

Use Technology Wisely:

Set reminders and alarms for deadlines.

Use productivity apps or task management tools.

Weekly Review:

Reflect on the past week.

Adjust priorities for the upcoming week.

Learn to Say No:

Politely decline tasks that don't align with your goals.

Protect your time and energy.

Training games and activities related to Developing Time Management Skills.

These games can help participants practice prioritization, organization, and effective time use.

The Jigsaw Puzzle Challenge

Divide participants into teams.

Provide each team with a jigsaw puzzle.

Set a time limit for completing the puzzle.

Discuss how breaking down a complex task (like solving a puzzle) into smaller pieces improves efficiency.

The Weekly Planner Challenge

Give participants a blank weekly planner template.

Ask them to fill in their work tasks, personal commitments, and leisure time.

Discuss strategies for allocating time effectively and avoiding overcommitment.

The Time Audit Experiment

Participants track their activities for a day or week.

Categorize each activity (work, family, personal, etc.).

Analyze where time is spent and identify areas for improvement.

The Prioritization Challenge

Present participants with a list of tasks (both work-related and personal).

Ask them to rank tasks based on urgency and importance. - Discuss the rationale behind their choices.

How Long Is One Minute?

Participants estimate one minute without looking at a clock.

Use a timer to reveal the actual duration.

Discuss how perception of time affects task planning.

The Big Picture Challenge

Provide a large poster or whiteboard.

Ask participants to draw their life goals, work projects, and personal aspirations.

Discuss how aligning daily tasks with long-term goals improves focus.

Circadian Rhythm Time

Participants track their energy levels throughout the day.

Identify peak productivity hours.

Plan important tasks during high-energy periods.

Squared Delegation Skill Practice

Teach participants the concept of delegation.

Role-play scenarios where they delegate tasks to team members.

Discuss effective communication and trust-building.

What I Did Yesterday

Each participant shares their accomplishments from the previous day.

Discuss time management techniques used to achieve those tasks.

The Mayo Jar Lesson

Use a clear jar and three types of items: large rocks (important tasks), pebbles (medium tasks), and sand (small tasks).

Demonstrate how filling the jar in the right order (large rocks first) ensures everything fits.

Relate this to prioritizing tasks.

Topic 2

Communication and Boundaries: Explore the role of communication in maintaining healthy relationships with family, colleagues, and employers.

Communication and Boundaries: Nurturing Healthy Relationships

The Importance of Communication

Effective communication is the cornerstone of any healthy relationship. Whether with family, colleagues, or employers, clear and open communication fosters understanding, trust, and connection.

Here's why it matters:

- **Expressing Needs:** Communication allows you to express your needs, desires, and feelings.
- **Active Listening:** Listening attentively shows respect and empathy.
- **Conflict Resolution:** Honest communication helps resolve disagreements constructively.
- **Building Trust:** Transparent communication builds trust over time.

Family Relationships

- **Open Dialogue:** Regularly talk to family members about their experiences, emotions, and concerns.
- **Setting Expectations:** Discuss roles, responsibilities, and boundaries within the family unit.
- **Conflict Management:** Address conflicts calmly and seek compromise.

Relationships with Colleagues

- Professional Communication: Maintain respectful and clear communication at work.
- Active Listening: Understand your colleagues' perspectives.
- Feedback: Provide constructive feedback and be receptive to it.

Employer-Employee Relationships

- **Clear Expectations:** Understand job responsibilities and expectations.
- **Feedback Channels:** Regularly communicate progress, challenges, and achievements.
- **Setting Boundaries:** Clearly define work hours and personal time.

Boundaries in Relationships

- Physical Boundaries: Respect personal space and privacy.
- Emotional Boundaries: Understand your own emotions and those of others.
- Time Boundaries: Allocate time for work, family, and self-care.

Strategies for Effective Communication

- Use "I" Statements: Express feelings without blaming others.
- Avoid Assumptions: Clarify misunderstandings rather than assuming.
- Nonverbal Cues: Pay attention to body language and tone.
- Empathy: Understand others' feelings and perspectives.

When Boundaries Are Crossed

- **Assertiveness:** Politely communicate when someone crosses a boundary.
- **Self-Care:** Prioritize your well-being by enforcing boundaries.
- **Seek Support:** Consult a counselor or mediator if needed.

Conclusions and recommendations for participants who attended the training on balancing parenting and career

Conclusions:

- **Awareness Matters:** Recognize that achieving a balance between parenting and career is an ongoing process.
- **Self-awareness is key to understanding your unique needs and limitations.**
- **No One-Size-Fits-All:** There is no universal formula for work-life balance.
- **What works for one person may not work for another. Embrace flexibility and adaptability.**
- **Prioritization:** Understand that you cannot do it all. Prioritize tasks based on urgency and importance. Learn to say no when necessary.
- **Self-Care Is Not Selfish:** Taking care of yourself is essential. When you prioritize self-care, you become more effective in both parenting and your career.
- **Communication Is Vital:** Regularly communicate with your family, colleagues, and employer. Set clear expectations and boundaries.

Recommendations:

- **Create a Vision:** Envision what you want your work-parenting life to look like. Think long-term and set realistic goals.
- **Plan B:** Always have a backup plan. Don't wait for a crisis to use it. Anticipate challenges and be prepared.
- **Delegate and Empower:** Don't try to do everything yourself. Delegate tasks at work and involve family members in household responsibilities.
- **Flexibility at Work:** If you need flexibility (e.g., remote work, flexible hours), don't just ask—sell the idea. Show how it benefits both you and the organization.
- **Seek Support Networks:** Connect with other working parents. Share experiences, tips, and coping strategies.

Thank you for participating in this training!

We would appreciate your feedback on the training!