



The Resiliency Project – Session 11

Resilience...



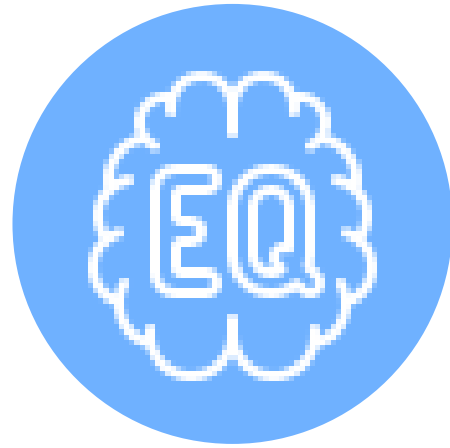
- Bounce back
- Adapt
- Thrive

Best Care EAP

The Resiliency Project



Cultivate a Growth Mindset



Build Emotional Intelligence



Maintain a Positive Outlook



Practice Self-Care



Develop Strong Social Connections



Practice Mindfulness & Self-Reflection



Foster a Sense of Purpose



Set Realistic Goals



Foster Problem-Solving Skills



Embrace Adaptability



Develop Time Management Skills



Seek Help & Utilize Resources

Today

- **Develop Time Management Skills**
- **How Managing Time Wisely Makes You More Resilient**
- **The World's Most Powerful Time Management System**
- **How Best Care EAP Can Help**
- **Preview Our Final Session**



Adaptability

Adjust effectively to new, changing, or unforeseen circumstances.



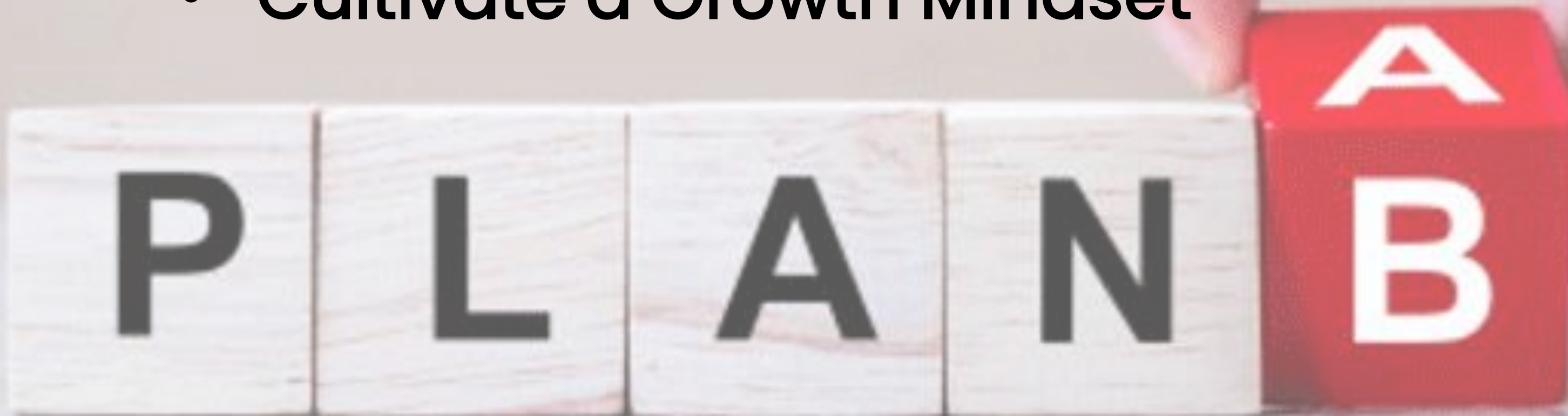


Makes You Resilient!

- Enhances problem-solving
- Promotes mental flexibility
- Reduces stress
- Encourages learning

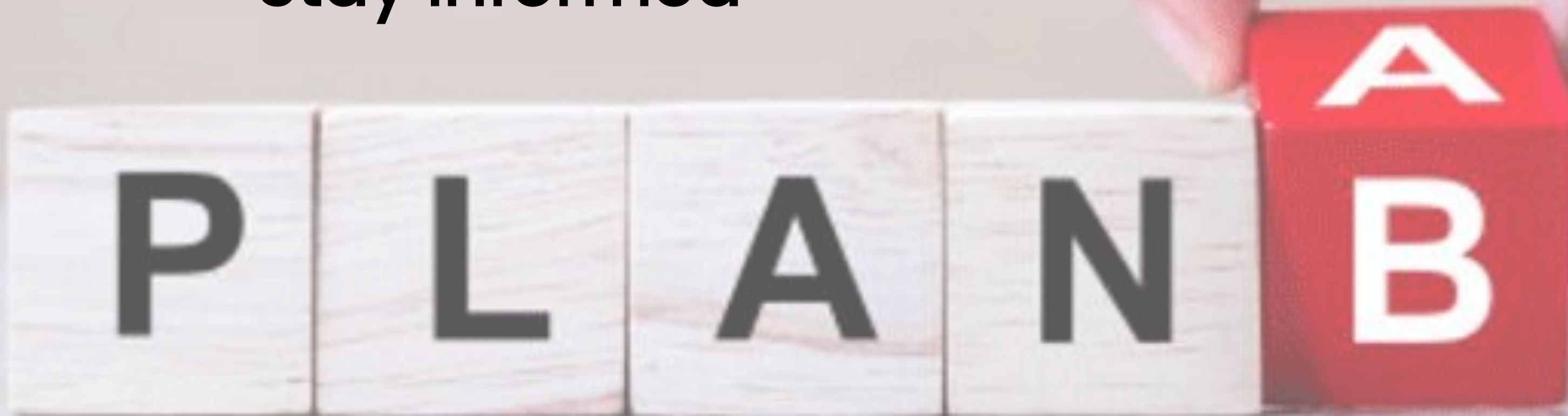
Adaptability

- Embrace change
- Practice flexibility
- Develop critical thinking skills
- Cultivate a Growth Mindset



Adaptability

- **Seek out new experiences**
- **Improve your EQ**
- **Learn from failures**
- **Stay informed**



Adaptability

- Practice active listening
- Develop a support network



Your Assignment...

- **Pick one of the following:**
 - **A routine duty in a new way**
 - **Have a new experience**
 - **Identify a trend/development**
- **Report the results**




Time Management



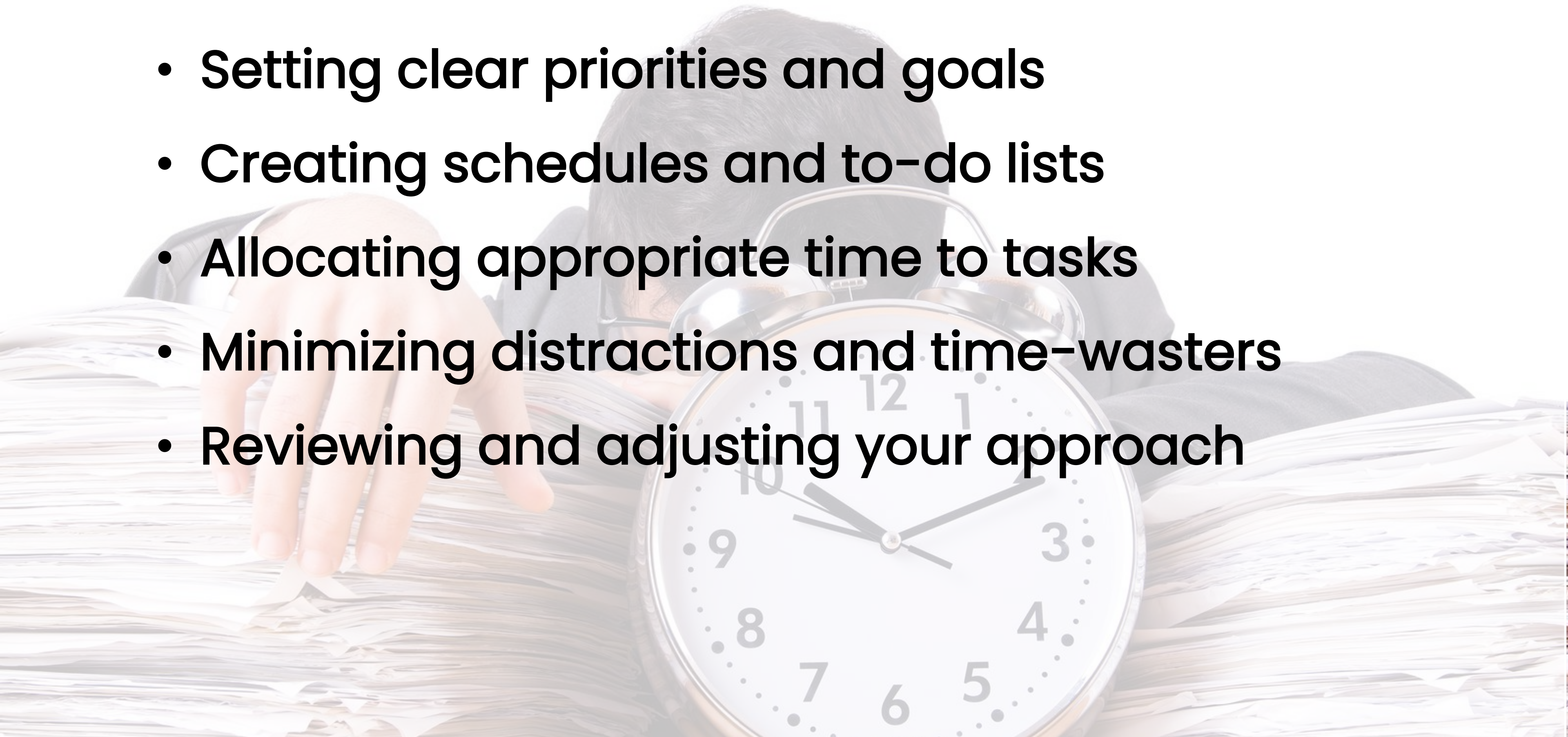
Time Management

Time management is the process of planning, organizing, and controlling how you allocate and use your time to maximize productivity and achieve your goals.

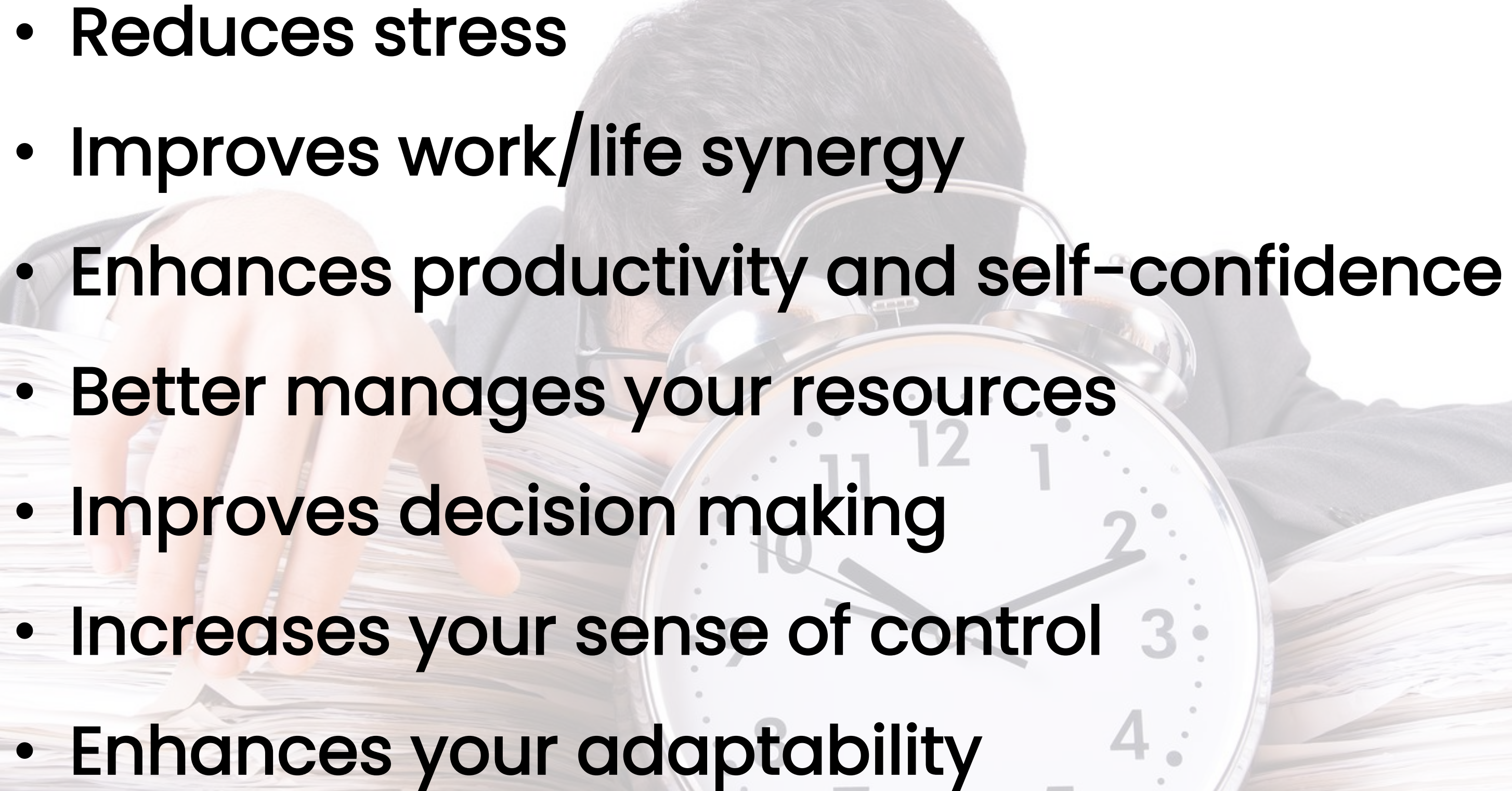
A person in a dark suit and glasses is leaning over a desk, looking at a large, silver, round analog clock. The clock face is white with black numbers and hands. The person's hand is visible on the left, resting on a stack of papers. The background is a blurred office setting with more papers and a desk.

Time Management is About...

- **Setting clear priorities and goals**
- **Creating schedules and to-do lists**
- **Allocating appropriate time to tasks**
- **Minimizing distractions and time-wasters**
- **Reviewing and adjusting your approach**

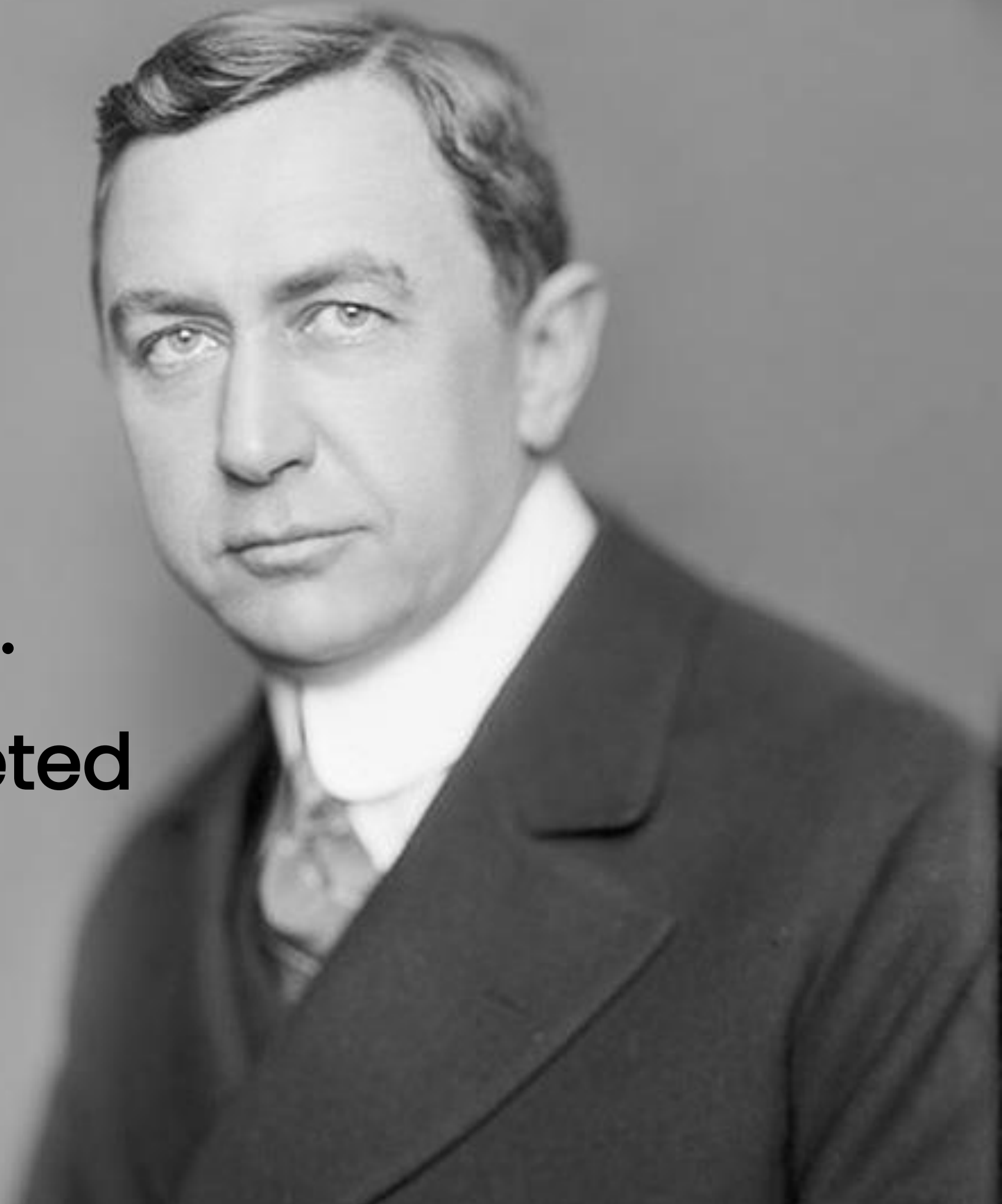


Time Management & Resilience

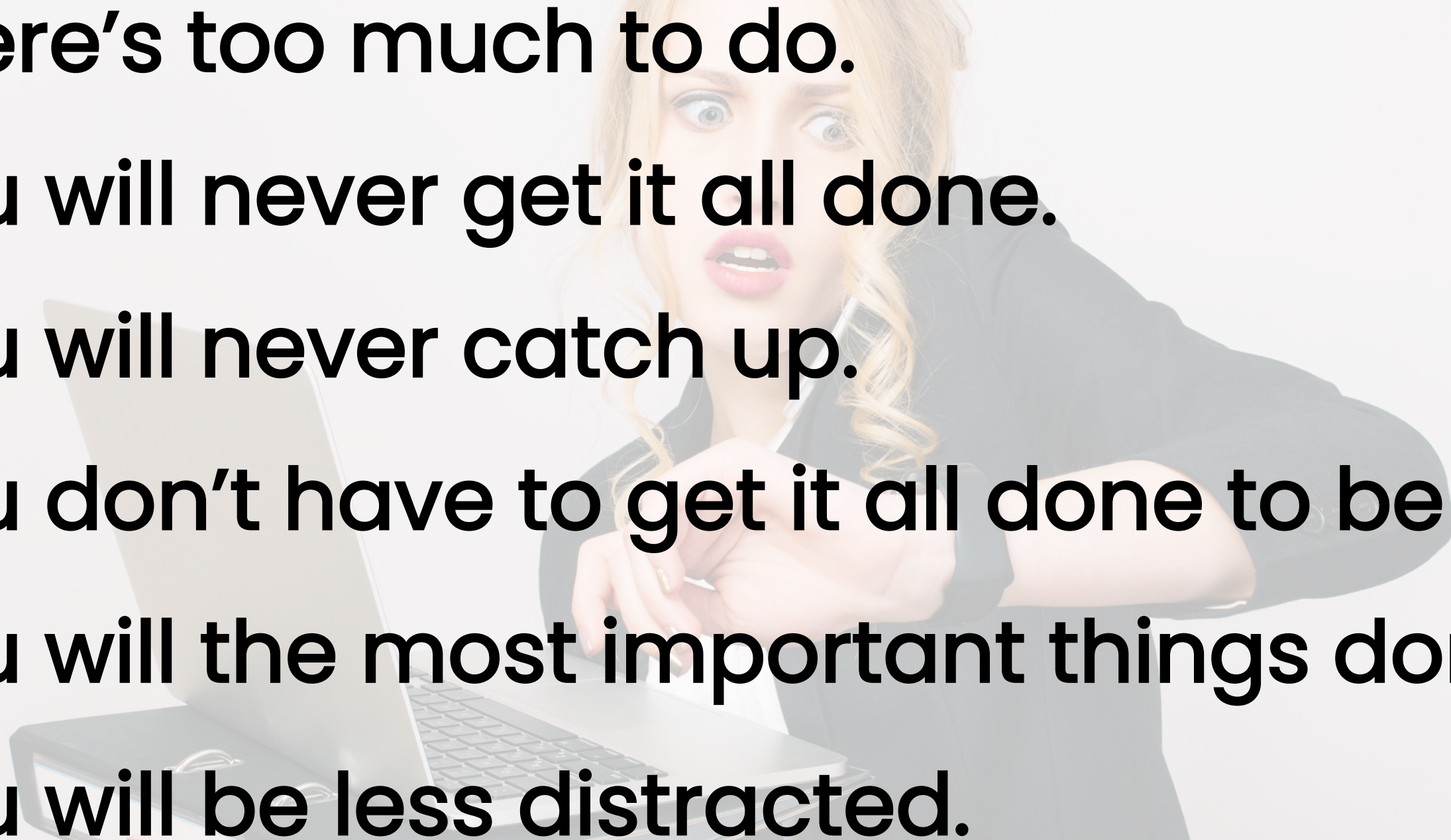
- **Reduces stress**
 - **Improves work/life synergy**
 - **Enhances productivity and self-confidence**
 - **Better manages your resources**
 - **Improves decision making**
 - **Increases your sense of control**
 - **Enhances your adaptability**
- 
- A grayscale background image showing a person in a business suit sitting at a desk. The person's head is bowed, and their hands are resting on a large stack of papers. In the foreground, a large, detailed analog clock is visible, showing the time as approximately 10:10. The overall scene conveys a sense of time pressure and stress.

Time Management

- Make a 6 item list
- Prioritize it
- Start on #1
- If interrupted, deal with it.
- Return to #1 until completed
- Start on #2
- Rise, repeat.



Why it Works So Well

- **There's too much to do.**
 - **You will never get it all done.**
 - **You will never catch up.**
 - **You don't have to get it all done to be successful.**
 - **You will the most important things done.**
 - **You will be less distracted.**
- 
- A woman with blonde hair, wearing a dark business suit, is shown from the chest up. She has a wide-eyed, stressed expression and is holding a mobile phone to her ear with her right hand. Her left hand is holding a laptop. The background is a plain, light color.

Your Assignment...

- Use the Ivy Lee Method for 30 days.
- Report your results next time.





Coming in December

Seeking Help





Best Care EAP Can Help!

Best Care EAP Can Help!



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- Member ID: bcCODEe
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