

TAKE BACK YOUR PRODUCTIVITY



It makes you crazy. You reach the end of the day and wonder where all your time went ...

There's a good chance some of it was stolen by time thieves—seemingly harmless distractions that steal your productivity, things like:

- **Notifications:** Time slips away as you deal with email notifications and chat messages constantly interrupting your workflow
- **Social Media/Web Browsing:** Two minutes to check a restaurant review, 10 minutes to catch up on headlines, five minutes checking in on social media—it adds up fast
- **Disorganized Workflow:** Lack of prioritization and poorly structured work processes rob valuable time from both you and others waiting on your work
- **Procrastination/Distraction:** Putting off your work just creates stress and anxiety
- **Multitasking:** Multitasking seems efficient in theory but results in tasks taking longer

RECLAIM YOUR LOST TIME WITH BETTER TIME MANAGEMENT SKILLS

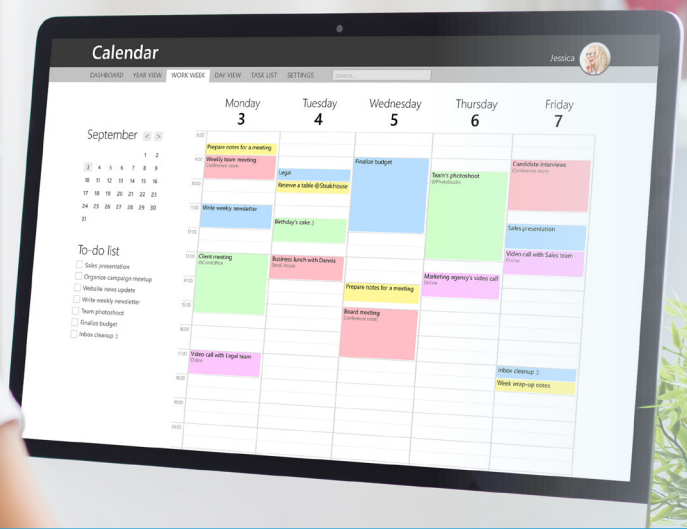
Effective time management not only improves productivity, but it also reduces stress and anxiety and improves mood and energy levels.

Take back your time with these strategies:

- Set clear goals and deadlines and break large tasks into smaller, more manageable ones
- Use a planner or calendar to keep track of everything and schedule buffer times in between tasks and appointments to avoid feeling overwhelmed
- Prioritize tasks based on importance and urgency. Tackle challenging tasks during your peak productivity hours. Say “no” to low-priority requests that don't align with your goals.
- Shut down those time thieves by turning off distracting notifications and scheduling specific times to catch up on emails, social media and texts
- Use time-tracking or productivity apps to stay on track and accountable
- Take regular breaks to avoid burnout



BCBSND.com



Find a calendar or planning system **that works for you**

BEAT BURNOUT WITH BETTER TIME MANAGEMENT

Burnout can negatively affect productivity, creativity, relationships and your overall well-being. A healthy work-life balance is critical to stopping burnout in its tracks. Here are some great strategies to get ahead of burnout:

- **Find a calendar or planning system that works for you:** Keep track of all your commitments and tasks in one place and refer back to it. Leave room for unexpected events and schedule adjustments.
- **Plan ahead:** Set deadlines and work backward to manage time more effectively. Planning ahead can help you prevent being over-committed, a guaranteed fast track to burnout.
- **Prioritize and re-prioritize:** Work with your supervisor and colleagues to determine essential tasks and be realistic with your goals. That open dialogue allows you to more easily ask for help too, when you need it.
- **Get started:** Break down overwhelming tasks and jobs into smaller, more manageable pieces and then jump in
- **Practice self-care:** Get enough sleep, take breaks and prioritize your well-being

USE YOUR HEALTH PLAN TO BOOST YOUR PRODUCTIVITY

Your health plan includes a variety of resources to help you manage your health, including online therapy, an [online wellness center](#), a daily habit tool and more.

Our [online therapy program](#) can help you recognize burnout before it becomes overwhelming. Visit the website or download the app (use code BLUEND) to get started, or if you're already a member, log in to your account to continue or start a new program.

Sources: Harvard Business Review, HIMSS



The monthly wellness topics are part of BlueElements—a health and wellness platform that encompasses six areas—physical, social, emotional, financial, professional and environmental.



Blue Cross Blue Shield of North Dakota complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. This information is available in alternate formats, free of charge, by calling Member Services at 1-844-363-8457 (toll-free) or through the North Dakota Relay at 1-800-366-6888 or 711.
 ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-844-363-8457 (TTY: 1-800-366-6888).
 ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-844-363-8457 (TTY: 1-800-366-6888).

Blue Cross Blue Shield of North Dakota is an independent licensee of the Blue Cross Blue Shield Association

BND-23-0343372A • 7-23 URAC 9.9