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Cardiac Rehabilitation Stress Management



Session 4: Personal Values, Priorities, Time Management



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Outline for Today:

- Review the homework
- Assess values and time
- Discuss balance (at work, in relationships, self-care)
- Use time more efficiently
- Progressive muscle relaxation





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Review

- Any thoughts, feelings, reactions from the last session?
 - Homework
 - What triggered your stress?
 - How did you react to it?
 - Which relaxation exercise did you do?
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Time as a barrier

- Is time a stressor for you?
- Time management can help you increase your efficiency and reduce unnecessary self-imposed demands

Goals of time management:

- Reduce wasted time
- Increase time spent on enjoyable and healthy activities
- Achieve balance between work, play and self-care
- Improve your sense of well-being





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4 steps to better time management

Learn
new ways to
use time more
efficiently

Understand the concept of
balance

Consider how you use your time

Assess your values and your time



Step 1: Assess your values and time

- Your values (what is important to you) give you direction to your life.
- How you spend your time says a lot about your values

VALUES	RANKING FOR IMPORTANCE	RATING FOR TIME AND EFFORT
Marriage or other significant intimate relationship		
Health		
Children and family		
Spiritual needs		
Status/recognition from others		
Intellectual stimulation		
Material things (things money buys)		
Creativity		
Work satisfaction		
Pleasure (having fun; doing things you like)		
Power		
Financial security		
Friendships		
Physical attractiveness/appearance		



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Step 2: Consider how you use your time

- Everyone has the same amount of time: 168 hrs/wk
- Other people who seem to have more time have made different choices about using their time

PRODUCTIVITY/WORK HOURS PER WEEK			RELATIONSHIPS HOURS PER WEEK		SELF-CARE HOURS PER WEEK
	Working on-the-job		Interacting with spouse or significant other		Eating meals
	Commuting to and from work		Interacting with your children		Sleeping; napping
	Job-related working at home		Doing other parenting activities (meetings, carpooling, shopping)		Relaxing
	Working around the house (cooking, cleaning)		Interacting with the family all together		Exercising and physical activity
	Running errands		Interacting with other family members		Grooming and personal hygiene
	Doing hobbies		Interacting/socializing with friends and neighbors		Reading (non-work related)
	Doing any other work (volunteer work)		Socializing with friends from work		Playing; having fun
			Any other non-work socializing		Meditating; worshipping; reflecting
					Doing other things for yourself
	Total hours working per week		Total hours maintaining relationships per week		Total hours performing self-care per week



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Step 3: Understand the concept of balance

- **Balance** = a lifestyle of moderation in which you divide your limited time and energy fairly among 3 important areas
 - Work (paid or volunteer) or productive tasks
 - Relationships
 - Self-care





Balance & Work

Workaholic = compulsively devoting an excessive amount of time and energy to work or other productive endeavors

Do any other these characteristics sound like you?

- Become overly preoccupied with work
 - Work long hours & bring work home
 - Refuse to delegate, believing only you can do the job
 - Difficulty enjoying free or unstructured time
 - Deny the impact that your work demands place on you & your family
 - Define success as money, possessions, power, position, achievement
 - Base your self-esteem on external factors (position/possessions) rather than self-acceptance from within
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Balance & Relationships

- Basic social needs are met through relationships with others and are critical to your well-being



- Research on social support suggests that people with strong social networks practice healthier lifestyles, enjoy better health, and live longer than those who are isolated
- It takes time and energy to maintain relationships, but the rewards are worth the effort - increased self-esteem, happiness, and a sense of purpose



Balance & Relationships

But too much of a good thing can lead to imbalance

Do any other these characteristics sound like you?

- Spend most of your time nurturing others
- Feel you must anticipate and meet all the needs of your significant others (spouse, children, parents)
- Feel selfish or guilty if you take time for yourself
- Encourage others to be overly dependent upon you
- Feel resentful when the more you do the more other expect from you
- Feel taken for granted
- Feel unappreciated

*Trying to satisfy other all the time will leave you exhausted. Living only for yourself will leave you empty.
Balance is the key.*



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Balance & Self-care

- Good self-care is the foundation upon which the other 2 priority areas are built.
- If you don't care for yourself, you won't be able to nurture your relationships or engage in productive work





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Balance & Self-care

Do any of these characteristics sound like you?

- Feel selfish if you take time for yourself
- Deny the negative impact of self-neglect on your health, relationships or productivity
- Hold others responsible for your self-care needs
- Feel you are not worthy of self-care
- Neglect grooming and personal hygiene
- Deny your lack of self-care

When you allow time for your own needs to balance, you may be surprised how much more you accomplish all around



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Step 4: Learn new ways to use time more efficiently

- Time management begins with you taking personal responsibility for how you spend your time
- Set priorities

Important and Urgent
***Do these tasks first**

Important, But Not Urgent
***Set priorities**

Unimportant and Urgent
***Delegate if you can**

Unimportant and Not Urgent
***Don't spend any time on these tasks**



Identify Time Wasters

- Give up perfectionistic ways
 - High standards vs unrealistic perfectionistic standards
 - Examine your weekly log for blocks of wasted time
 - Are so many meetings or events necessary?
 - Get organized
 - One hour spend organizing or developing a system can save hours of wasted time down the road
 - Arrange your work time efficiently
 - Plan difficult tasks when your energy is at its peak
 - Avoid spending significant time on minor decisions
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Delegate and Delete

➤ Just say no!!



➤ Negotiate and delegate!!





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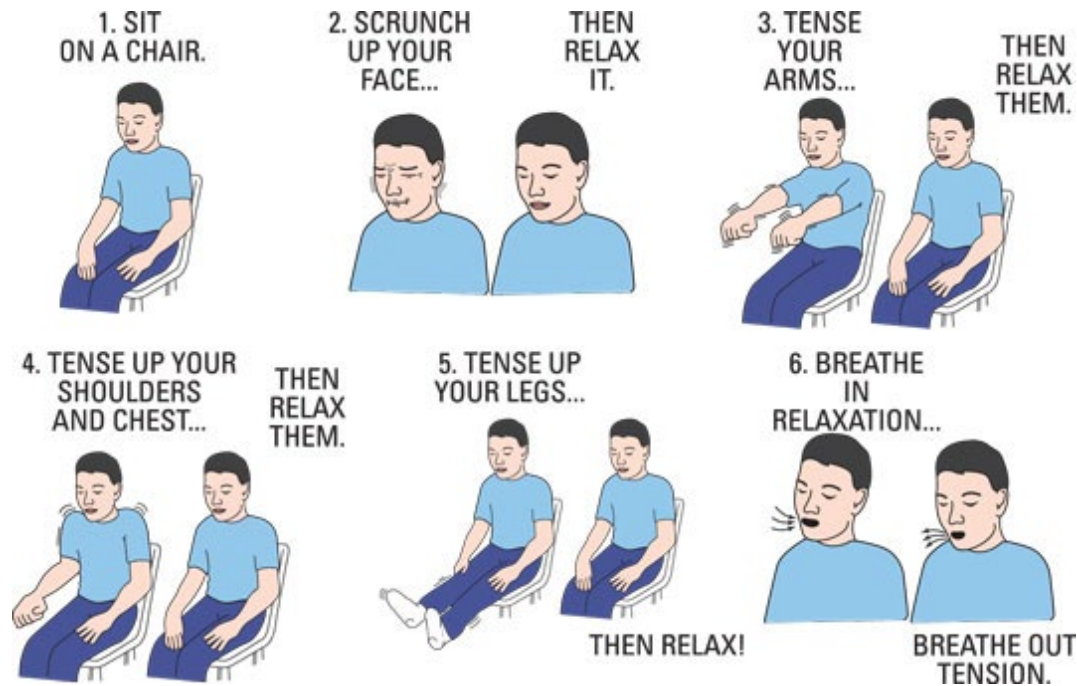
Don't use time management to find a new obligation to squeeze into your day (unless it is healthy living!), but ease the burden of over-commitment





Progressive Muscle Relaxation

- Relaxation exercise in which you tense and release your muscles
- It helps you become more aware of where the muscle tension is in your body.



- In the beginning, it is best to do the exercise lying down
- Chose a quiet place where you will not be disturbed



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Homework

- Complete the “your values and your time” sheet
- Consider how you use your time (worksheet)
- Then, do it again with how you would like to spend your time to take better care of yourself and achieve balance
- Name 3 things that you will do to use your time more efficiently in the next week
- Review – finding time for your health
- Practice progressive muscle relaxation exercises
 - See handout

