

# Prioritizing and Organizing Your Time



## **OBJECTIVES**

**At the end of this unit, participants will be able to:**

- Organize time and tasks in order to manage the multiple demands of a Community Health Worker



## **INSTRUCTIONS**

- Before the session, prepare two flip chart sheets: 1) Importance of Organizational Skills, and 2) Challenges and Solutions for Time Management. Review PowerPoint slides and handouts.
- Welcome participants and review session objectives (slide 2). Explain to participants that managing time is important for everyone, but it is especially important for CHWs.
- Discussion: Ask, “Why are organizational skills important for CHWs?”
  - Solicit responses and write them on the flip chart.
  - CHWs must balance many competing demands on their time. They get demands from community members, from co-workers, from supervisors, from family members, etc. They may feel they don’t have much control over their time.
- Review tips for time management (slide 3).
- Prioritizing Tasks Activity
  - Distribute the handout “Time Management Activity Sheet.”
  - Review slide 4 for detailed instructions. Ask participants to work on the time management activity first on their own and then share with a partner.
  - Ask, “What are your challenges for time management?” Write answers on the flip chart.
  - Ask, “What are some solutions that you have for these challenges?” Write answers on the flip chart.
- Share the information on time management apps and the time log handout.
- Wrap up. Summarize by stating that everyone struggles with time management. As a CHW, coming up with a time management strategy that works for you will promote a productive and trusting relationship with your care team and your clients. It can also prevent you from feeling overwhelmed by your work and developing burnout.



## **Related C3 Roles**

All

## **Related C3 Skills**

Professional skills and conduct



## **Method(s) of Instruction**

Large group brainstorm, individual activity, pair activity



## **Estimated time**

60 minutes



## **Key Concepts**

Time management, prioritization, organization



## **Materials**

- Computer with internet access and projector
- PowerPoint slides
- Flip chart
- Markers

### **Handouts**

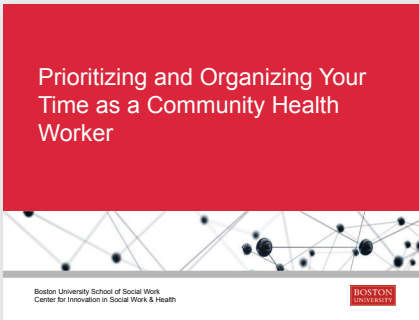
- Time Management Activity Sheet
- Time Log



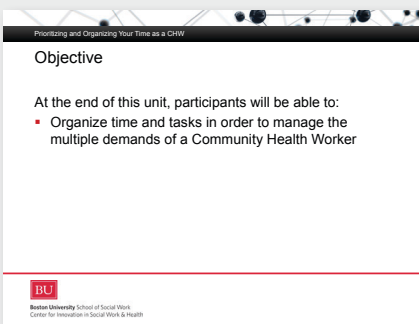
## **Resources**

Information on time management apps, <https://techigem.com/time-management-apps/>

# Prioritizing and Organizing Your Time



## SLIDE 1



## SLIDE 2

Review the slide.

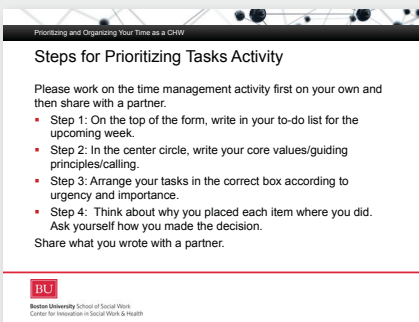


## SLIDE 3

Here are some tips and tools to help you manage your time more efficiently.

Review the slide.

Ask participants, "Are there other tips that you use to manage your time?"



## SLIDE 4

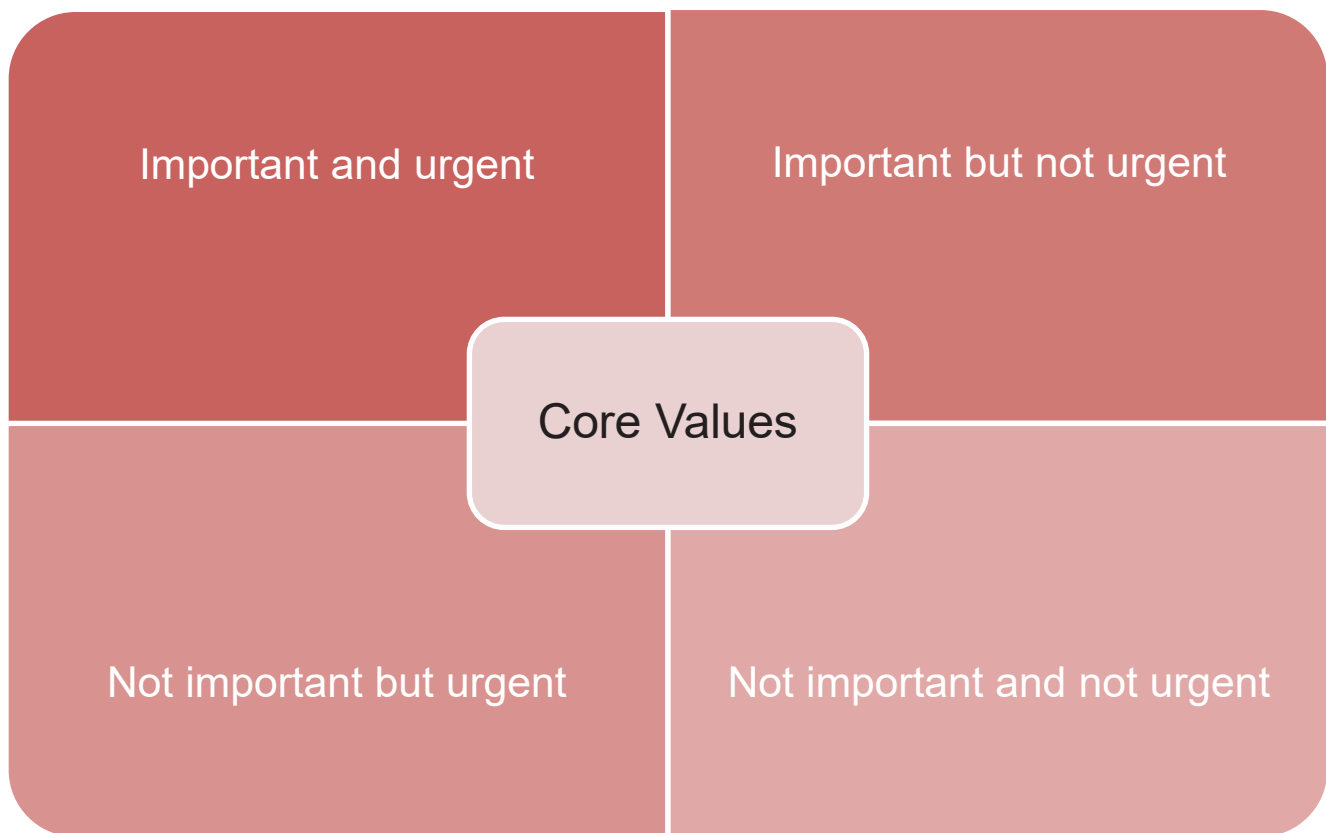
We are now going to work on an activity to help us prioritize tasks.

Review the instructions on the slide.

# Time Management Activity Sheet

To Do List:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.





# Acknowledgements

This curricula draws from and is adapted from other training curricula for peer educators and community health workers, such as the Building Blocks to Peer Success (<https://ciswh.org/resources/HIV-peer-training-toolkit>) and the Community Capacitation Center, Multnomah County Health Department (<https://multco.us/health/community-health/community-capacitation-center>)

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