

# WELCOME

**CHW Students**



**Meeting #14 [9/5/23]**

**RECORDING**

**In Progress...**

This session will be available to view in the Student Resource Center





# DON'T HIDE

**SHOW**



**YOURSELF**



# Attendance & Meeting Guidelines



# Organizational Skills



# Organizational Skills

**Time management** is crucial for CHWs to effectively handle their diverse responsibilities, which often overlap. It plays a vital role in ensuring CHWs can meet the community's needs efficiently.



## Time Management

# Organizational Skills



## What is Time management?

Time management is the practice of coordinating tasks and activities in a way that allows one to more effectively manage each task and maximize productivity



## Time Management

# Organizational Skills

## The Eisenhower Matrix

Urgent

Not urgent

Important

**Do:**  
Tasks with deadlines or consequences.

**Schedule:**  
Tasks with unclear deadlines that contribute to long-term success.

Not important

**Delegate:**  
Tasks that must get done but don't require your specific skill set.

**Delete:**  
Distractions and unnecessary tasks.

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The Eisenhower Matrix is a task management tool that helps you organize and prioritize tasks by urgency and importance.



# The Eisenhower Matrix



# Organizational Skills

What Is the Difference Between "Urgent"  
and "Important" in the Eisenhower  
Matrix?



# Organizational Skills

we must spend our time on things that are important and not just the ones that are urgent. To do this, and to minimize the stress of having too many tight deadlines, we need to understand this distinction:

- **Important** activities have an outcome that leads to us achieving our goals, whether these are professional or personal.
- **Urgent** activities demand immediate attention, and are usually associated with achieving someone else's goals. They are often the ones we concentrate on and they demand attention because the consequences of not dealing with them are immediate.

# Organizational Skills



**The Eisenhower Matrix - Video**

# Understanding Adult Learning Theory



## Challenges of Time Management

# Understanding Adult Learning Theory

The six procrastination types  
are **Perfectionist, Dreamer, Worrier,**  
**Defier, Crisis-Maker, and Overdoer.**



## The Six Procrastination Types

# Understanding Adult Learning Theory

<b>Perfectionist Procrastinator</b>	<b>Focus on what is realistic as opposed to ideal. Make a daily to-do list of tasks that are short and practical. Do not worry about perfection, but complete the task in general. Remember that true failure is not trying at all.</b>
<b>Dreamer Procrastinator</b>	<b>Differentiate between dreams and goals. Plan practically and realistically, realizing each step you will need to take in order to achieve your goal. Split goals into manageable, short tasks that will help you achieve those goals.</b>
<b>Worrier Procrastinator</b>	<b>Recognize that making no decision is still a decision. Commit yourself to taking steps that are needed to complete your goal. Challenge yourself to complete a goal you were worried about to make your tasks less intimidating.</b>
<b>Defier Procrastinator</b>	<b>Acknowledge your reasons for not completing tasks and strive to be more positive-minded. Work for a common goal, rather than against your goals.</b>
<b>Crisis-Maker Procrastinator</b>	<b>Identify other self-motivators aside from stress or depression. Try to figure out to handle tasks ahead of time without being in a "crisis mode." Understand that you may not be interested in a task until you have started.</b>
<b>Overdoer Procrastinator</b>	<b>Outline what your priorities are and eliminate any unnecessary tasks. Do not hesitate to say "no" to tasks or assignments that do not serve any personal or professional goal. Enlist help from others when appropriate.</b>



## How to Deal With The Six Procrastination Types

# Understanding Adult Learning Theory



**Lack of Motivation**

# Understanding Adult Learning Theory

## The cost of lack of motivation

The problem with lack of motivation is that it increases turnover. This can lead to resignations, which can in turn can lead to a loss of balance in the workforce and work allocation. Lack of motivation also affects your patient's health and motivation.



## Lack of Motivation



# Understanding Adult Learning Theory

- 1) Creating your own incentives to complete each task or goal;
- 2) Break your list of tasks into manageable assignments;
- 3) Take mental breaks throughout your days to recenter yourself and remind yourself of your motivators;
- 4) Engage in self-care activities that may improve energy, reduce stress, and lead to an increase in motivation



**Ways to Manage Lack of Motivation**

# Time Management and Organization Homework - Part One



**HW Review**

**What is your own definition of time management and why it is an important tool as a CHW?**



**What are the most common challenges to exercising effective time management?**



# CHW Physical Classroom – Schedule Availability Survey



# CHW Responsibilities in Practice

- 1) Understanding Adult Learning Theory
- 2) Organizational Skills
- 3) **Education and Facilitation Skills**
- 4) Advocacy Skills
- 5) Outreach
- 6) Screening for Unmet Needs
- 7) Individual and Community Assessment
- 8) Knowledge Base



# Organizational Skills

## Blackboard®

[Organizational Skills – Part 2]

**8/30/23 – 9/5/23**

- Organization Strategies [1 Hour]
- Data Collection [1 Hour]
- Time Management and Organization Homework Pt. Two [1.5 Hours]
- Organization Assessment [1 Hour]

# Education and Facilitation Skills

## Blackboard®

[Education and Facilitation Skills – Part One]

**9/5/23 – 9/12/23**

- Facilitation Introduction - Weekly Training Module
- Understanding the Structure for U.S. Healthcare System
- Framework of Public Health Services
- Identifying Implicit Bias
- Education Homework





# OFFICE HOURS