



SID JACOBSON JCC'S DR. GAYLE R. BERG CENTER FOR PSYCHOLOGICAL RESILIENCE

TIME MANAGEMENT RESILIENCE CHALLENGE

WHAT IS THE CHALLENGE?

Welcome to the Resilience Challenge, a holistic journey aimed at strengthening our ability to thrive in the face of life's demands.

Resilience is not only about bouncing back from difficult times but also about building a foundation for wellbeing. Throughout each experience, you are invited to engage in activities designed to enhance various aspects of your emotional and physical stability.

The Resilience Challenge recognizes that a well-balanced approach to fostering positive habits is a cornerstone of optimal mental health.

Are you ready to be transformed?

WHAT IS THE LINK BETWEEN TIME MANAGEMENT AND RESILIENCE?

management is crucial for building resilience by empowering us to prioritize tasks, reduce stress, and maintain balance in our lives. By effectively organizing time, we can focus on solutions, stay flexible, and adapt to changes, all of which are essential for bouncing back from setbacks.

Good time management also prevents burnout by setting healthy boundaries and ensuring time for self-care, which is vital for emotional regulation and long-term well-being. Ultimately, these skills foster a sense of control and confidence, helping us face challenges with greater ease and composure.



TIPS FOR TME MANAGEMENT

<h2>1</h2> <p>Make a list of your top three tasks for today – and get ‘em done!</p> <p><input type="checkbox"/> COMPLETED</p>	<h2>2</h2> <p>Write a to-do list and check off items as you complete them</p> <p><input type="checkbox"/> COMPLETED</p>	<h2>3</h2> <p>Schedule a 15-minute break to recharge with an activity you enjoy</p> <p><input type="checkbox"/> COMPLETED</p>	<h2>4</h2> <p>Define one specific, achievable goal for today and plan how to accomplish it</p> <p><input type="checkbox"/> COMPLETED</p>
<h2>5</h2> <p>Block out a time on your calendar to focus on work without interruption</p> <p><input type="checkbox"/> COMPLETED</p>	<h2>6</h2> <p>Take 5 mins to reflect on your productivity; write down what went well and what didn't</p> <p><input type="checkbox"/> COMPLETED</p>	<h2>7</h2> <p>Set a timer for 25-mins and focus on one task; then take a 5-min break. Repeat</p> <p><input type="checkbox"/> COMPLETED</p>	<h2>8</h2> <p>Find one task you can delegate to someone else</p> <p><input type="checkbox"/> COMPLETED</p>
<h2>9</h2> <p>Commit to completing one task without multitasking for the next hour</p> <p><input type="checkbox"/> COMPLETED</p>	<h2>10</h2> <p>Decide on a cut-off time for work and stick to it</p> <p><input type="checkbox"/> COMPLETED</p>	<h2>11</h2> <p>Schedule 10 minutes of ‘buffer time’ between meetings or tasks</p> <p><input type="checkbox"/> COMPLETED</p>	<h2>12</h2> <p>Review what you accomplished today and adjust tomorrow's plan accordingly</p> <p><input type="checkbox"/> COMPLETED</p>
<h2>13</h2> <p>Participate in a Bullet Journaling workshop. sjjcc.org/craft</p> <p><input type="checkbox"/> COMPLETED</p>	<h2>14</h2> <p>Identify one non-essential commitment and say “no” to it</p> <p><input type="checkbox"/> COMPLETED</p>	<h2>15</h2> <p>Start your day by completing the most challenging task on your list</p> <p><input type="checkbox"/> COMPLETED</p>	<h2>16</h2> <p>Turn off all non-essential notifications for one hour</p> <p><input type="checkbox"/> COMPLETED</p>

PAUSE AND REFLECT

Consider how these self-care activities influenced your mood, energy, and mindset. Journal your thoughts and discoveries to deepen your resilience journey.



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Creating Time:

Using Creativity to Reinvent the Clock and Reclaim Your Life

by Marney K. Makridakis

Time Management and Goal Setting:

The Relaxation and Stress Reduction Workbook

by Martha Davis, Elizabeth Robbins Eshelman, and Matthew McKay

Learning How to Say No When You Usually Say Yes:

Everything You Need to Know Explained Simply

by Maritza Manresa



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