

Are you on BRAIN OVERLOAD"?

Do you feel like you have a
"million" things to get done
... RIGHT NOW?



1st Step — Write them down

2nd Step — Indicate #1 — if this is the "best" use of your time RIGHT NOW.

Indicate #2 — if this is a "good" use of your time RIGHT NOW.

Indicate #3 — if this is a "waste" of your time RIGHT NOW.

3rd Step — Insert all of your #1's in the "Today" list on page 2.

Insert all of your #2's in the "Next Few Days" list on page 2.

Insert all of your #3's in the "Waste of my time right now!" list on page 2.

A	_____	= #	_____
B	_____	= #	_____
C	_____	= #	_____
D	_____	= #	_____
E	_____	= #	_____
F	_____	= #	_____
G	_____	= #	_____
H	_____	= #	_____
I	_____	= #	_____
J	_____	= #	_____

(continued on page 2)

**Are you on
"BRAIN OVERLOAD"?**

I. PURPOSE:

To improve time management skills by prioritizing tasks.

II. GENERAL COMMENTS:

"Brain Overload" refers to the overwhelming feeling that occurs when there are an increasing number of pressures and responsibilities to be addressed. Ineffective time management can be a stressor.

III. POSSIBLE ACTIVITIES:

A. 1. Encourage group members to complete handout as indicated.
Possible examples

a. rearranging drawers = #3

b. grocery shopping = #1

c. mowing lawn = #2

2. Distribute BRAIN OVERLOAD handout (page 46).

Instruct group members to complete this according to priorities, i.e., today, next few days, waste of my time right now.

3. Facilitate discussion by asking group members to share their top priorities with others and insights gained from doing this activity.

B. 1. Begin with a discussion regarding the importance of prioritizing to decrease stress/increase success.

2. Encourage group members to cite:

(a) times when they allowed tasks to get out of control and create stress.

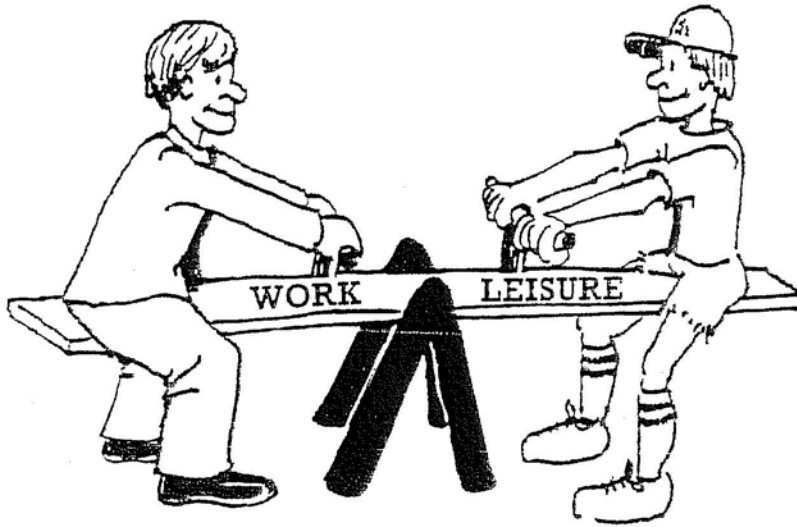
(b) times in their lives when effective time management increased their sense of success.

3. Explain system utilized in handout.

4. Instruct group members to complete handout as a "homework assignment" and bring to next session.

5. During next session, process benefit of this activity.

WORK • LEISURE BALANCE



List 1, 2, or 3 of your WORK activities:

- 1) _____
- 2) _____
- 3) _____

List 1, 2, or 3 of your LEISURE activities:

- 1) _____
- 2) _____
- 3) _____

WORK ACTIVITIES			Check (✓) which activities satisfy your...	LEISURE ACTIVITIES		
1	2	3		1	2	3
			need to be with others?			
			need for intellectual stimulation?			
			need to be outdoors?			
			need to be respected?			
			need for a structured lifestyle?			
			need for money?			
			need for social life and/or friends and/or family?			
			need for laughter and/or play?			
			need for privacy and/or quiet?			
			need to express yourself?			
			need to maintain adequate physical health?			
			need to feel competent?			
			need to be creative and/or artistic?			
			need for independence?			

WORK-LEISURE BALANCE

I. PURPOSE:

1. Increase the balance by evaluating how present work and leisure activities are satisfying needs.

II. GENERAL COMMENTS:

Everyone has needs. It's important to have all needs met and ideally maintain a balance, so that work meets some and leisure meets others. This work-leisure balance promotes the concept that energy and time need to be distributed in more than one life area.

III. POSSIBLE ACTIVITIES:

1. Distribute handouts and explain concept of work-leisure balance.
 2. Instruct group members to complete.
 3. Discuss and share.
 4. Brainstorm ways to satisfy remaining needs that are unmet either by work or by leisure.
 5. Process benefits of this activity.
1. Distribute handouts and explain concept of work-leisure balance.
 2. Instruct group members to complete.
 3. Divide group into 2 subgroups.
 4. Instruct one subgroup to problem-solve 2 WORK activities that would meet the first pair of needs on the handout.
e.g., Need to be with others and need for intellectual stimulation might be...
computer programming job, volunteering at the science lab.
Instruct the subgroup to continue by identifying 2 WORK activities for each of the subsequent pairs.
 5. The other subgroup will proceed with above activity, identifying 2 LEISURE activities for each of the 7 pairs of needs listed.
 6. Reconvene as a large group, sharing activity ideas.
 7. Conclude group by asking group members to identify one work or one leisure activity they might pursue as a result of this activity.