











# Time Management Strategies in Challenging Times

JCSW Subcommittee for Career Advancement

DO's	DON'TS
 <p>Do work in blocks of time to facilitate "deep work."</p>	 <p>Don't multitask during virtual meetings; stay present to get the most out of them and to put your best foot forward.</p>
 <p>Do schedule meetings for 50-minutes rather than 1-hour to allow for mental breaks and urgent tasks.</p>	 <p>Don't set overly ambitious expectations for productivity during this unprecedented time.</p>
 <p>Do use apps that can help manage your workflow: Trello, Panyway, Toogl, Todoist, Forest, Asana.</p>	 <p>Don't keep sound alerts or email notifications on when you need to focus.</p>
 <p>Do use Slack or Microsoft Teams to facilitate team communication and connection.</p>	 <p>Don't feel obligated to join all meetings; prioritize where you need to spend your valuable time.</p>