

How to Handle Stress & Time Management Well

Dibimbing



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Irvandias Sanjaya



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Irvandias Sanjaya, S.Psi., CPC., CPS

Today's Trainer Profile

Career Consultant, Trainer, Learning Developer, Professional Coach, Entrepreneur, Program Manager, and Sportscaster.

Education:



Achievements:

- LinkedIn Power Profile 2018
- Mahasiswa Berprestasi 2 UGM 2017
- YSEALI Academic Fellow 2018

Certifications:

- Certified Public Speaker
- Certified Professional Coach
- Life Coach Practitioner
- Certified Corporate Trainer

LinkedIn:

<https://www.linkedin.com/in/irvandiassanjaya/>

Instagram:

<https://www.instagram.com/kerjacerdias/>

Working Experience

● Founder & Managing Director

at Kerja Cer-Dias (2024 - Present)

● Expert

at Relasi Diri (2022–Present)

● Coach

at Rumah Siap Kerja (2021 - 2025)

● Expert Coach

at Ikigai Consulting (2022–Present)

● Program Consultant

at Inspirasi Foundation (2022–2024)

● Partnership Manager

at PT Gotong Royong Berdampak (2019–2021)

● Advisory Board Member

at PT Siaga Air Bersih Indonesia (2021)

● Business Owner

at Kostan Samirono Jogja (2016–Present)



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Listed Portfolio

Academic



Business



Government



Community



Media



Be Ready For The Session

To obtain an optimum learning result, let's follow these ground rules!



Raise Hand if there's
concern/questions
along the way



Actively participate
throughout the session
(reciprocal approach)



Turn off devices ensure
the learning journey
landed in safe and sound
experience



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01 Time Management



02 Stress Management



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Guess “Movie/Series Title”!

Let’s do ice breaking
shall we?



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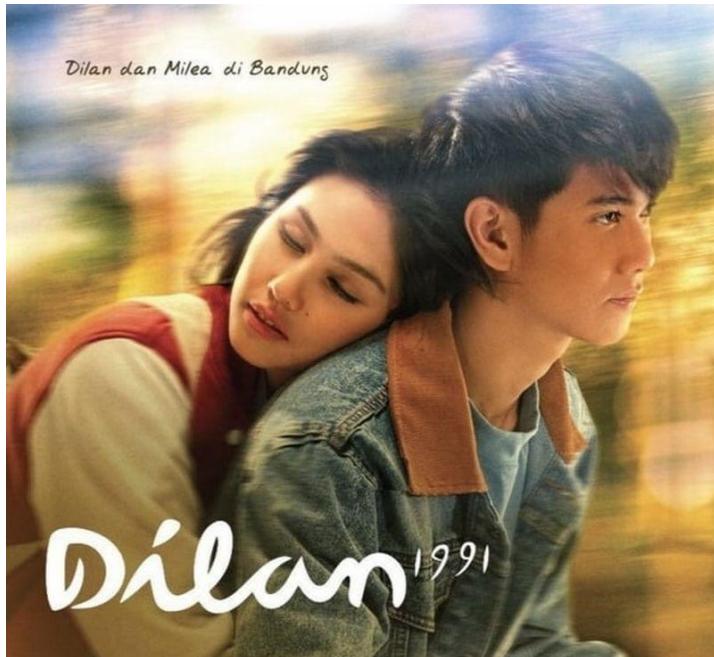


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Guess “Movie/Series Title”!



Guess “Movie/Series Title”!



Dilan 1991

Guess “Movie/Series Title”!



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Guess “Movie/Series Title”!



Pengabdi Setan

Guess “Movie/Series Title”!

+

o



+

Guess “Movie/Series Title”!



Dua Garis Biru



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Guess “Movie/Series Title”!



Guess “Movie/Series Title”!



Money Heist



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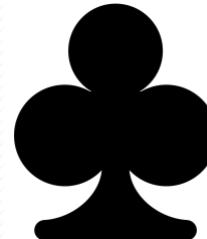
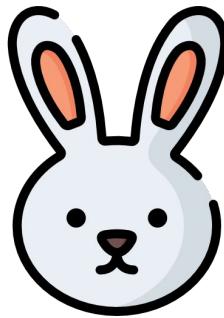


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Guess “Movie/Series Title”!

+

o



+

Guess “Movie/Series Title”!



Alice in Wonderland

A black and white photograph of a person with short hair, wearing a dark t-shirt, sitting at a desk. They are looking down at their hands, which are clasped together. In the background, there are shelves filled with books.

ARE YOU READY & RECHARGED?

Say it out loud “I’m Ready!”



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Time Management



02

Stress Management



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Time Management

The concept of time control to master moments.



Perfeksionis, Takut Gagal, hingga Cemas: Inilah Tanda Psikologis Orang yang Sering Menunda Pekerjaan



Lavinia Tiara Malika – Selasa, 2 September 2025 | 10:25 WIB

<https://www.iawapost.com/lifestyle/016516692/perfeksionis-takut-gagal-hingga-cemas-inilah-tanda-psikologis-orang-yang-sering-menunda-pekerjaan>



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Home / Life

Sering Menunda Pekerjaan? Ini Alasan Psikologis dan Cara Mengatasinya

Redaksi | Sukabumiupdate.com



Kamis 15 Mei 2025, 12:17 WIB

<https://www.sukabumiupdate.com/life/158597/sering-menunda-pekerjaan-ini-alasan-psikologis-dan-cara-mengatasinya>



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Kenapa Kita Suka Menunda Pekerjaan? 4 Penyebab Prokrastinasi Menurut Psikologi dan Cara Mengatasinya

Cerita dari Aria Maulana Satriyo • 1mgg • ⓘ Bacaan 2 menit

<https://www.men.id-id/bertu/other/kenapa-kita-suka-menunda-pekerjaan-4-penyebab-prokrastinasi-menurut-psikologi-dan-cara-mengatasinya>



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Home / Life

Have you ever noticed
these phenomenon?

Kena

Prokrastinasi Menurut Psikologi dan Cara Mengatasinya

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Home / Life

Have you become the
victim of procrastination?

Kena

Prokrastinasi Menurut Psikologi dan Cara Mengatasinya

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Interactive

Quick Question

“Why do these
phenomenon happens?”

*Raise your voice



25

Sometimes procrastination is the direct result of poor time management. If so, the tips given in the "Time Management" section should help. Other times, procrastination is caused by poor self-care (e.g., not enough sleep, poor diet, no exercise). Although it's not easy to change one's sleep, eating, and exercise habits, trying to do so can have a big impact on procrastination. Procrastination can also be the result of emotional and psychological factors, such as stress, depression, low self-esteem, and poor impulse control. When there are emotional and psychological components to procrastination, there are strategies to help. For example, if feeling anxious, frustrated, insecure, or irritated when thinking about a task you need to complete leads to your avoiding facing it by doing something else that *temporarily* soothes the negative feelings, a technique called "mood repair" may help. Following are four elements of this approach:

<https://caps.ucsc.edu/resources/time-management.html>



Time Management

(.n) Time management is the process of **planning and controlling how much time to spend on specific activities.**

Good time management enables an individual to **complete more in a shorter period of time, lowers stress, and leads to career success.**

<https://corporatefinanceinstitute.com/resources/careers/soft-skills/time-management-list-tips/>

YOU'RE LATE!



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Why Do We Need Time Management?



Saving time



Prevent Procrastination



Work-Life Balance



Increase our work output

Reducing stress



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Impact of Poor Time Management

Productivity Reduction

From Multitasking

40%

From Interruptions

28%

From Unnecessary
tasks and distractions

41–51%

Time lost to
procrastination

**21.8
Hours/week**

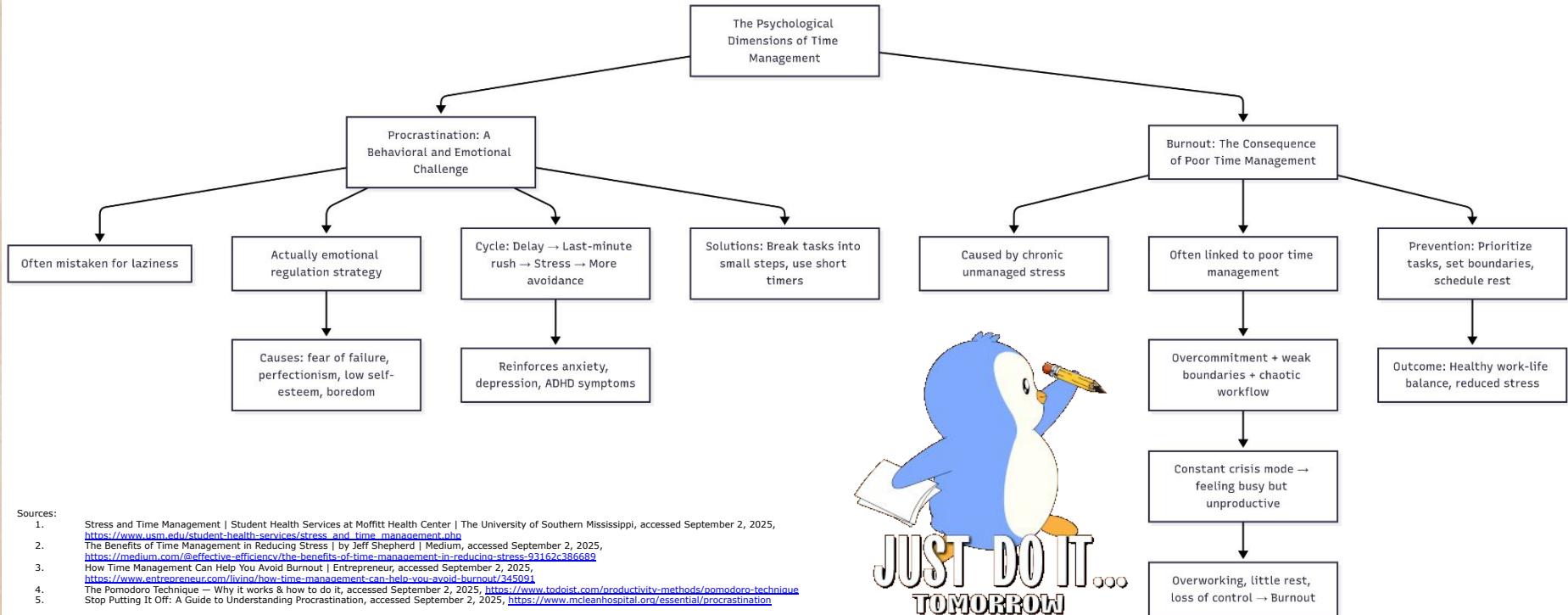
Can reduce
productivity by up to
40%.

Workers are
interrupted every ~11
minutes and take ~23
minutes to resume a
task

Low-value activities
(e.g., emails,
meetings, social
media)

Procrastination costs
up to 2 weeks
annually in
productivity

The Psychological Dimensions of Time Management



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5 Commons Effects of Horrible Time Management

Unsuccessful Working Output

The mature we are, the more responsibilities coming in. Stopping one work will cause not succeed task



Terrible working qualities

We tend to hurry to catch up the deadlines, yet there are qualities to snatch as well Your choice to choose.

Changing eat and sleep patterns

Lack of 8 hours sleep quality and skipping breakfast will only lead us into the disaster habits



Blooming stress & burnout

People nowadays are living in the demanding era where balancing work-life balance is needed to keep things running in a healthy circle

Psychosomatic

The moment when you feel hurt in physic, but in a fact, your mental issue caused the deep pain

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01 Time Management



Stress Management



Stress Management

The **triggering factors** and the way to cope.



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detikhealth



Awas, Stres di Tempat Kerja Bisa Picu Stroke

Kasus Anxiety di Tempat Kerja Meningkat,
Bagaimana Perusahaan Menjaga Kesehatan
Mental Karyawan?

TIME NEWS.co.id
Kabar Terkini & Terpercaya

Mengenal Karoshi, Budaya Kerja
yang Bisa Berujung Kematian

Media Banten
Mengungkapkan Fakta Dibalik Berita

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Mengenal Karoshi, Budaya Kerja
yang Bisa Berujung Kematian 

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Mengungkapkan Fakta Dibalik Berita

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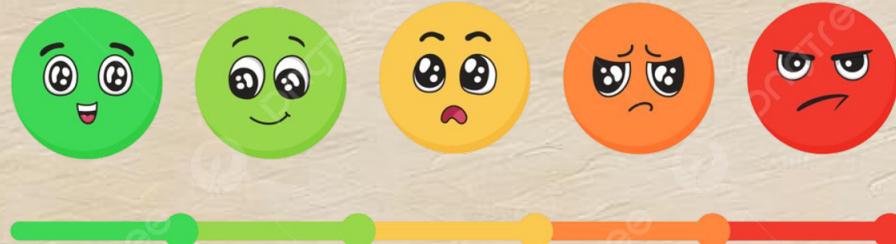


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Prologue Question

What do **you think** after **seeing this phenomenon?** 



Mental Health

UU NO. 18 TAHUN 2014 -
TENTANG KESEHATAN JIWA:

Kesehatan mental sebagai "kondisi dimana seorang **individu dapat berkembang secara fisik, mental spiritual dan sosial** sehingga individu tersebut menyadari kemampuan sendiri, dapat mengatasi tekanan, dapat bekerja secara produktif dan mampu memberikan kontribusi untuk komunitasnya".

Prioritizing Mental Health: It's Not A Secret Anymore

<https://www.forbes.com/sites/forbesbooks/authors/2021/08/15/prioritizing-mental-health-it-s-not-a-secret-anymore/?sh=770f57ba7e40>



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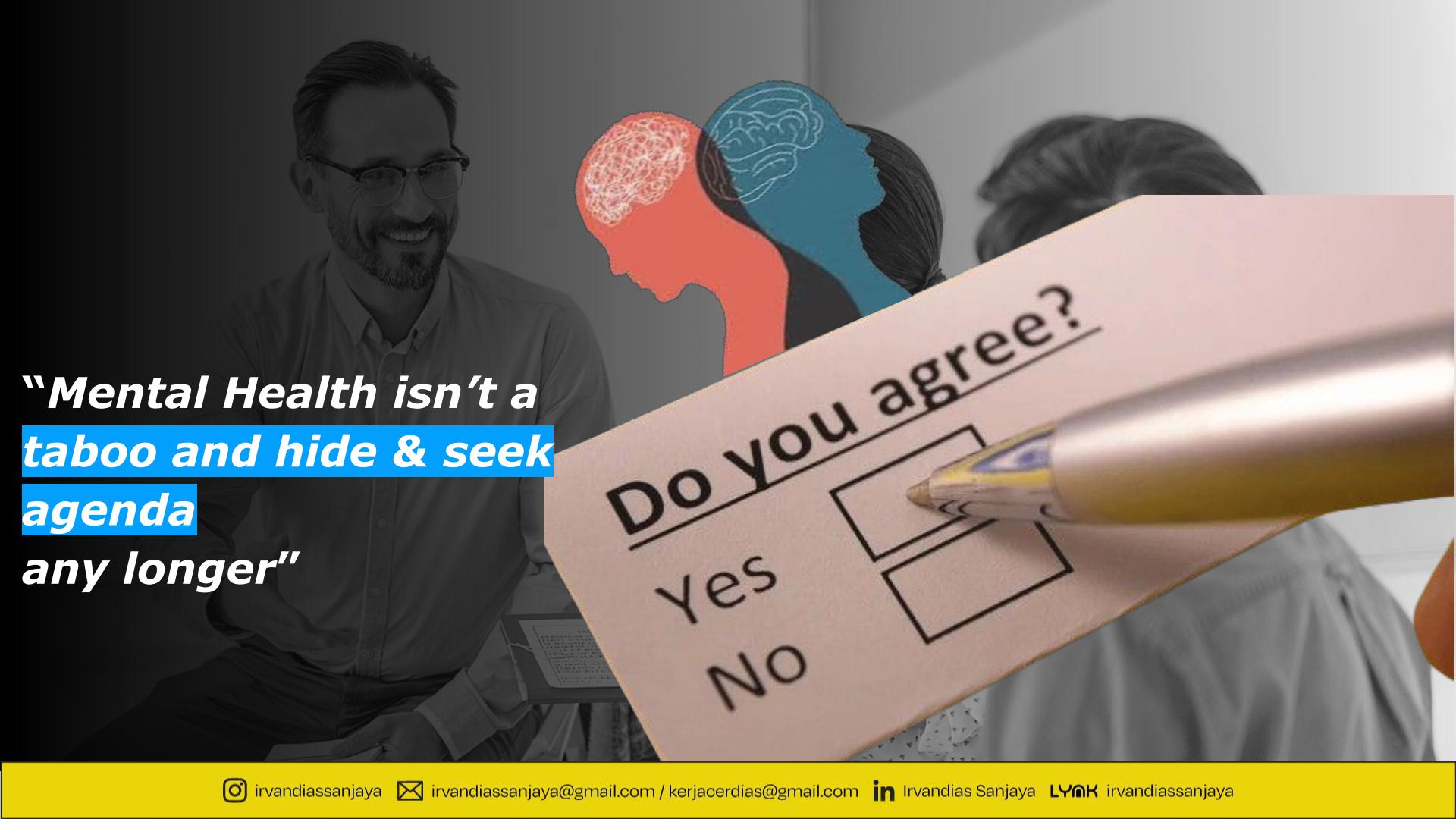
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A composite image featuring a man with glasses smiling on the left, a stylized red and blue brain silhouette in the center, and a hand holding a poll card on the right.

***"Mental Health isn't a
taboo and hide & seek
agenda
any longer"***

Do you agree?

Yes

No



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Kesehatan dan Keselamatan Kerja (K3)

Permenaker No. 5 Tahun 2018

1. Batas Aman

- Kadar zat kimia & tingkat kebisingan/fisika harus di bawah batas aman
- Kondisi biologis, ergonomi, dan **psikologi** kerja harus memenuhi standar

2. Kebersihan:

- Menyediakan toilet, wastafel, dan sarana kebersihan yang memadai
- Memastikan kualitas udara dalam ruangan tetap baik

3. Tenaga Ahli K3:

- Wajib ada petugas K3 yang kompeten di setiap tempat kerja

Today's Focus



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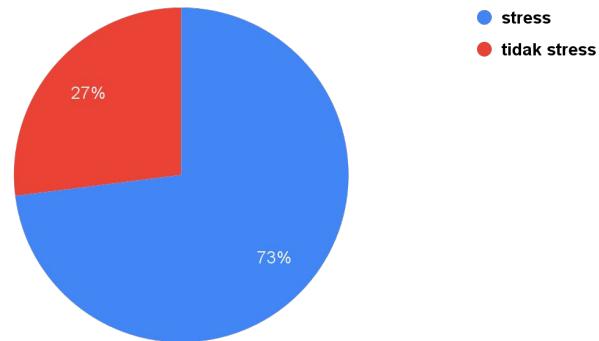


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In fact...

STRESS
IM NETZ?

Menurut CFO Innovation Asia Staff (2016), tingkat stres kerja di Indonesia mencapai 73%



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Mental Health at Work

Right now 1 in 6 workers is dealing with a mental health problem such as anxiety, depression or stress. This can stop people performing at their best.

1 in 4

adults have a mental health issue
in any given year

£1,652

is the cost of poor mental health
per employee per year

57%

of all working days lost to
sickness are mental health
related

5:1

is the expected ROI for
organisations who invest in
mental health

84%

of employees do not feel able to
disclose a mental health issue at
work



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Interactive

Quick Question...

Have you ever heard the term
workplace stress?



Workplace Stress

Stres is the body's natural reaction to tough situations that make us feel mentally tense. How we handle stress can really affect our health.

Workplace Stress happens when the demands of a job are more than what an employee can handle or manage.

~ American Psychological Association (APA) and the National Institute for Occupational Safety and Health (NIOSH) ~



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Signs of Stress at Work

Physical Symptoms

Headaches and Muscle Pain

Tension headaches and pain in the neck, shoulders, and back often happen because of stress.

Stomach Problems

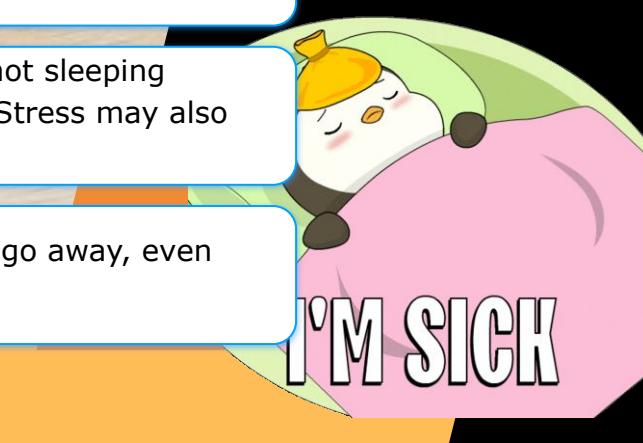
Stress can trigger or worsen issues like ulcers, heartburn, and changes in appetite.

Sleep Problems

Trouble falling asleep, waking up often, or not sleeping deeply are signs that the mind can't relax. Stress may also cause habits like nail-biting.

Chronic Fatigue

A constant feeling of tiredness that doesn't go away, even after getting enough sleep.



Signs of Stress at Work

Psychological Symptoms

Anxiety and Worry

Feeling restless, nervous, or scared all the time, and finding it hard to control these feelings.

Irritability

Getting angry more easily and often arguing with coworkers because of impatience.

Difficulty Concentrating and Making Decisions

Stress can affect the brain, making it harder to focus, remember things, and make clear decisions.

Mood swings

Emotions change quickly, for example, feeling happy one moment and sad the next.





Signs of Stress at Work

Behavioral Symptoms

Increased Use of Alcohol or Smoking

Relying on alcohol, cigarettes, or even drugs as a way to cope with stress.

Social Withdrawal

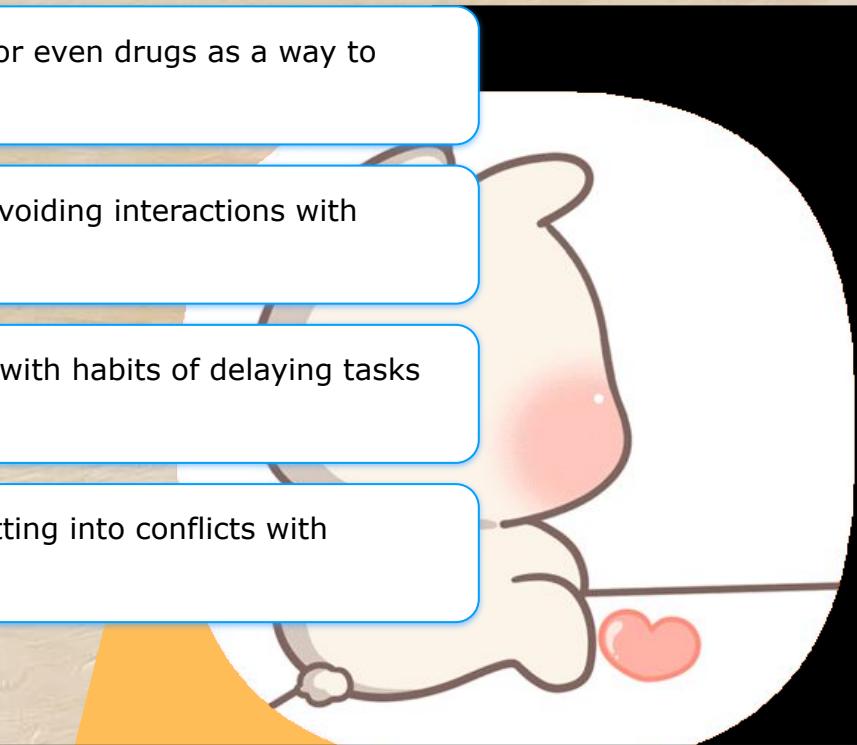
Pulling away from others and avoiding interactions with coworkers.

Procrastination and Lower Productivity

Work performance goes down, with habits of delaying tasks or avoiding responsibilities.

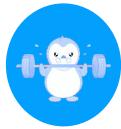
Aggressive Behavior

Becoming easily irritated or getting into conflicts with colleagues.



Causes of Stress: Work-Related Factors

Work factors that are directly connected to the job can be major sources of stress, including:



Excessive Workload

Heavy job demands, tight deadlines, and an unrealistic amount of tasks.



Lack of Control Over Work

Having little autonomy in making decisions or in choosing how to complete tasks.



Unclear Roles

Confusion and anxiety caused by unclear job roles and responsibilities.



Pressure to Perform

High expectations from managers—or even from oneself—to always reach targets, creating overwhelming pressure.



Organizational Changes

Restructuring, policy shifts, or uncertainty about the company's future can increase stress and worry.



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Quick Question

Have you ever **felt stress**
or pressure from any of
the work factors
mentioned above?

Deck Presentation | 2025



Penyebab Stress: Faktor Psikososial

Faktor-faktor yang berkaitan dengan interaksi sosial dan dinamika interpersonal di tempat kerja juga dapat mempengaruhi tingkat stres, antara lain:



Hubungan Interpersonal yang Buruk

Konflik dengan rekan kerja, atasan, atau tim yang tidak harmonis dapat menciptakan lingkungan kerja yang tidak mendukung.



Kurangnya Dukungan Sosial

Ketidakmampuan untuk berbagi perasaan atau mendapatkan dukungan emosional dari rekan kerja dapat memperburuk stres.



Diskriminasi atau Pelecehan

Perlakuan tidak adil, pelecehan seksual, atau diskriminasi berdasarkan gender, ras, atau status sosial dapat menambah beban psikologis.



Work-life Balance

Kesulitan dalam menyeimbangkan tuntutan pekerjaan dengan kehidupan pribadi dapat menyebabkan stres kronis.



Quick Question

Have you ever **felt stress or pressure from any of the psychosocial factors** mentioned above?



Penyebab Stress: Faktor Lingkungan

Kondisi fisik dan atmosfer di tempat kerja juga berkontribusi terhadap tingkat stres, antara lain:



Kualitas Udara dan Pencahayaan

Lingkungan kerja yang pengap, pencahayaan buruk, atau suhu ekstrem dapat mengganggu kenyamanan dan konsentrasi.



Kebisingan

Suara bising yang konstan dapat mengganggu fokus dan meningkatkan tingkat stres.



Kepadatan Ruang Kerja

Ruang kerja yang sempit dan padat dapat mengurangi privasi dan meningkatkan perasaan tertekan.



Kondisi Fasilitas

Fasilitas yang tidak memadai, seperti toilet yang tidak bersih atau ruang istirahat yang tidak nyaman, dapat menurunkan kepuasan kerja.



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Interactive

Quick Question

Have you ever **felt stress**
or pressure from any of
the environmental
factors mentioned above?



Stress Impact on Work Performance

Impact	Description
Reduced Productivity and Performance	<ul style="list-style-type: none">• Stress disrupts brain functions like concentration, memory, and decision-making, leading to less efficient work and more mistakes.• The effects can be very strong—research in Riau found that job stress accounts for 78.3% of the negative impact on employee performance.
Lower Motivation and Job Satisfaction	<ul style="list-style-type: none">• High stress drains energy and work enthusiasm, lowering motivation and making people more vulnerable to burnout.• Stress also decreases job satisfaction, which eventually harms performance.
Decline in Work Quality, Innovation, and Collaboration	<ul style="list-style-type: none">• Stress increases errors, lowers the quality of results, blocks creativity, and weakens innovation.• Team interactions are also affected—stress leads to more conflict and poorer communication, damaging teamwork and synergy.



How to Manage Workplace Stress

Use a combination of these strategies below:



Set Work–Life Boundaries

Clearly separate work and personal time to avoid burnout.



Mindfulness & Relaxation Techniques

Use methods like deep breathing, meditation, or short pauses to stay calm and reduce stress.



Healthy Lifestyle: Physical & Mental

Exercise regularly, eat balanced meals, sleep well, and care for your mental health.



Social Support

Share your concerns, talk to coworkers, friends, or family, and build a support network.



Focus on What You Can Control

Don't waste energy on things outside your control—channel it into tasks and actions you can influence.



Time Management Strategies

Plan tasks wisely, set priorities, and use time-management tools (*to be explained in the next slides*).



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Journaling Practice



bit.ly/SMJournalStress
Stress Journal Document

The Know-How

- Open your laptop or tablet.
- Click on the provided link or scan the QR code.
- You will receive a [stress journaling worksheet](#) with 6 reflection questions.
- Please download the worksheet.
- Answer the questions based on your personal experiences on at work.
- You have 10 minutes to complete the worksheet.
- You can also use this worksheet outside of this session (for example, at the office) to help reduce your stress.

Guidelines for Using This Journal

This journal is a tool to support you—there are no right or wrong answers.

1. Find a quiet moment for yourself.
2. Go through each slide one by one.
3. Every slide has a guiding question. Click the text box to type your thoughts.
4. Be honest and open with yourself.
5. Your notes will be saved automatically when you save this presentation.

What specific situation or task has caused me stress recently?

Sample answer:

"Lately, I've been feeling very stressed because I had to finish the monthly report after the deadline was moved one week earlier. At the same time, my manager also asked me to prepare a presentation for an important client, so I felt squeezed by too many priorities at once."



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How does this stress feel in my body?

(examples: tense shoulders, headaches, stomach problems)

Sample answer:

"This stress shows up clearly in my body: my shoulders and neck feel stiff, I often get headaches in the afternoon, and my sleep becomes restless. Sometimes I also get stomach aches before important meetings."



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What emotions do I feel because of this stress?

(examples: frustration, anxiety, sadness)

Sample answer:

"I feel a mix of anxiety and frustration. Anxiety because I'm afraid I won't be able to finish my tasks properly, and frustration because the workload seems to come all at once without a break."



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How have I been dealing with this stress so far? What has worked? What hasn't?

Sample answer:

"I tried handling it by working overtime at night. That helped me finish my tasks, but it didn't really reduce my stress because my body became even more tired. What helped more was writing a to-do list every morning; at least it made me feel more organized and less chaotic."



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What small positive step can I take to manage my stress today or this week?

Sample answer:

"I can try taking a short 5-10 minute break every two hours just to stretch or take a quick walk outside. I also want to be firmer about limiting my overtime, so my energy doesn't run out completely during the workweek."



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Describe a moment at work, no matter how small, that brought you a feeling of calm or happiness.

Sample answer:

“Yesterday, a coworker brought me a cup of coffee without me asking because they noticed I was busy. That small gesture made me feel cared for and lifted my mood for the rest of the day.”



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What personal strengths do I have that can help me get through this challenge?

Sample answer:

"I have the ability to stay focused when working under pressure, and I'm quite disciplined in setting priorities. Even though I sometimes panic, I can reorganize my tasks one by one. This strength makes me confident that I can get through this busy period."



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Reflection Complete

You have taken a valuable step in your well-being journey. Remember to always be kind to yourself.



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Are there any **questions?**

Foundational Principles of Effective Time Management (1)

Principle	Description	Key Application
 Planning and Goal Setting	Deliberately structuring time to move from a reactive to a proactive state.	Use the SMART framework to set Specific, Measurable, Achievable, Relevant, and Time-bound goals.
 Strategic Prioritization	Identifying and focusing on high-impact tasks.	Apply the Pareto Principle (80/20 Rule) to ensure 20% of effort drives 80% of results.
 Ruthless Prioritization	Acknowledging limitations and focusing on what is "mission-critical."	Say "no" to non-essential requests to prevent overcommitment and maintain focus on what matters most.

Foundational Principles of Effective Time Management (1)

What is Pareto Principle?

Principle	Description	Key Application
Planning and Goal Setting	Deliberately structuring time to move from a reactive to a proactive state.	Use the SMART framework to set Specific, Measurable, Achievable, Relevant, and Time-bound goals.
Strategic Prioritization	Identifying and focusing on high-impact tasks.	Apply the Pareto Principle (80/20 Rule) to ensure 20% of effort drives 80% of results.
Ruthless Prioritization	Acknowledging limitations and focusing on what is "mission-critical."	Say "no" to non-essential requests to prevent overcommitment and maintain focus on what matters most.

Pareto Concept



The Pareto Principle

stems from the economics world and was created by economist Vilfredo Pareto. But it's applicable in almost any area.

So for time management, the Pareto Principle would assert that 20% of the activities you do each day generate 80% of the results. Or, by decreasing distractions by 20%, you can increase productivity by 80%.

The 80/20 Rule



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Foundational Principles of Effective Time Management (2)

Principle	Description	Key Application
 Delegation and Outsourcing	Assigning tasks to others to free up time for higher-value work.	View outsourcing tasks like laundry or groceries as a financial and time-based investment.
 Handling Things Once	Acting on a task immediately to avoid it becoming a pending item.	Respond to, delegate, or file away an email as soon as it is read to reduce mental clutter.



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Core Time Management Methodologies

The Eisenhower
Matrix

The Pomodoro
Technique

Time Blocking
and Task
Batching



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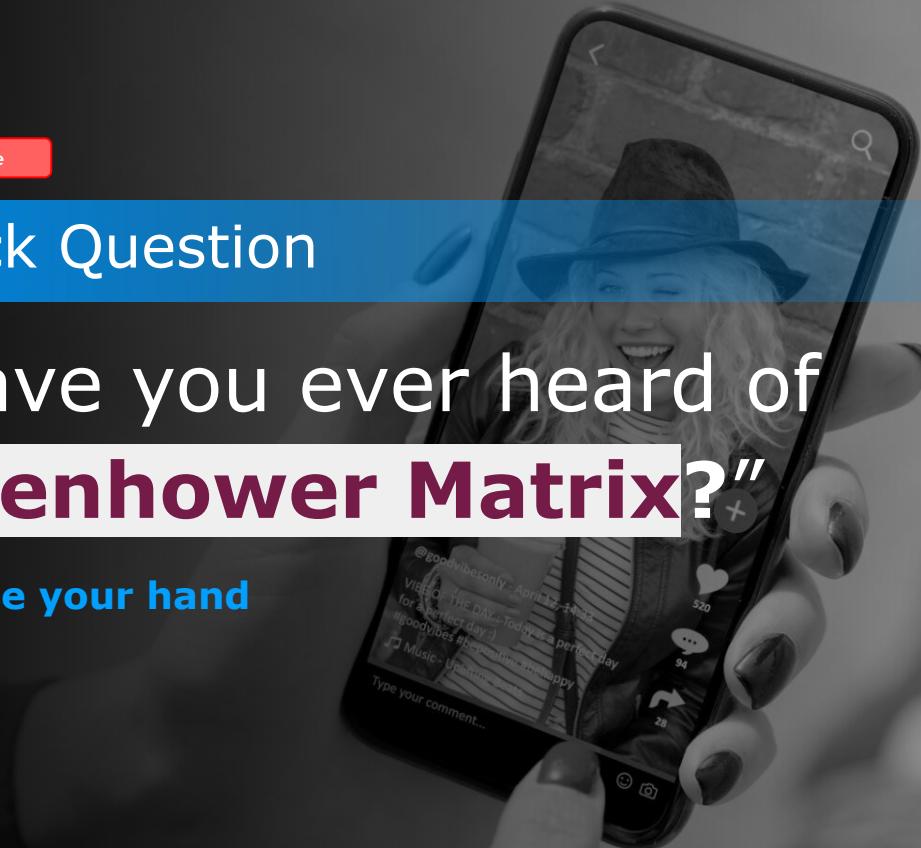
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Interactive

Quick Question

“Have you ever heard of
Eisenhower Matrix?”

*Raise your hand



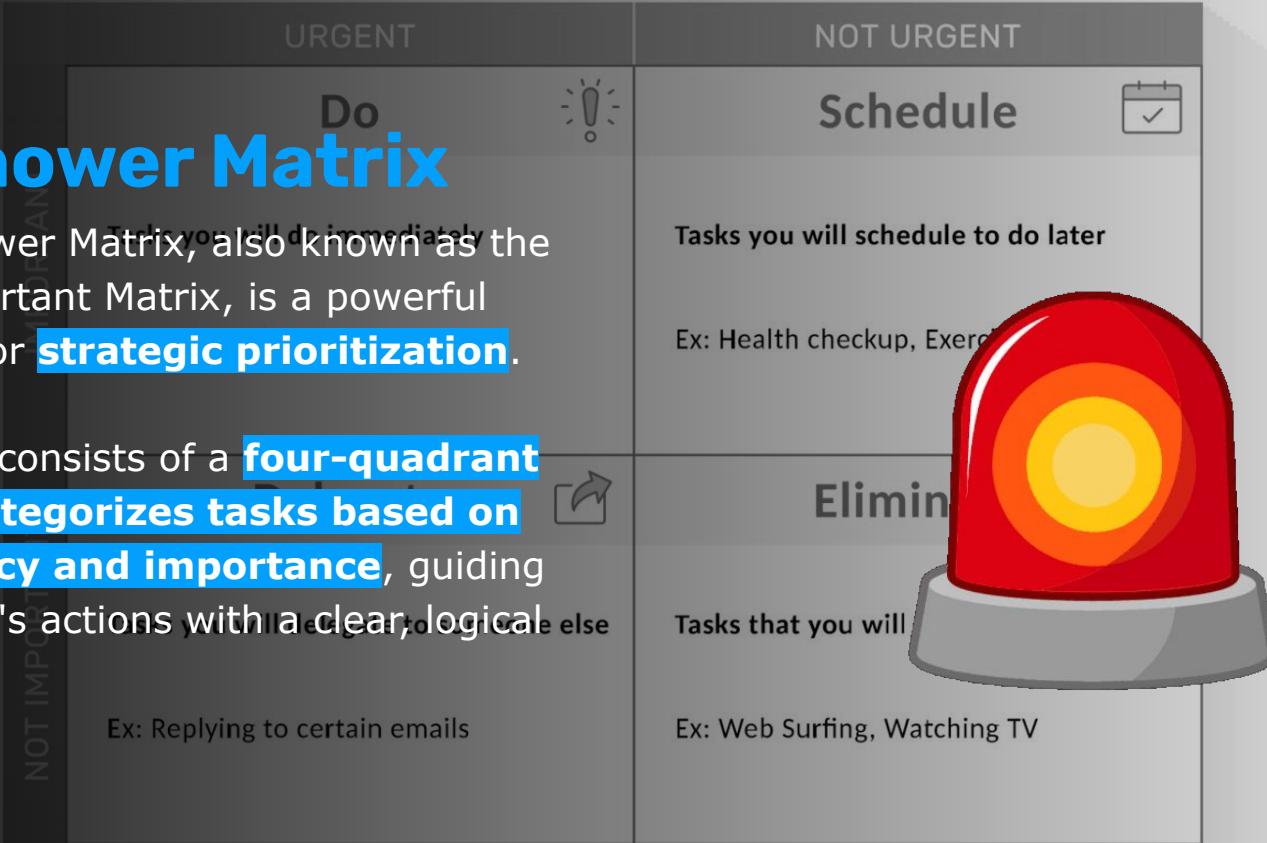
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Eisenhower Matrix

The Eisenhower Matrix, also known as the Urgent-Important Matrix, is a powerful framework for **strategic prioritization**.

The method consists of a **four-quadrant grid that categorizes tasks based on their urgency and importance**, guiding an individual's actions with a clear, logical structure.

Ex: Replying to certain emails



This lift employee productivity by 15–20%

The Eisenhower Decision Matrix



Quadrant 1: Urgent and Important. These tasks are crises and issues with deadlines that demand immediate action. The guiding principle for this quadrant is "Do".

Quadrant 3: Not Important, but Urgent. These tasks are interruptions that demand immediate attention but are not essential for the individual's core goals. The principle is "Delegate".

Quadrant 2: Important, but Not Urgent. These are tasks that are essential for long-term goals but do not have a firm deadline. The principle is "Decide".

Quadrant 4: Neither Important nor Urgent. These items are distractions and time-wasters that should be eliminated from one's routine. The principle is "Delete" or "Don't Do".

The Eisenhower Matrix with Practical Examples

Quadrant	Action	Examples
Urgent & Important (Do)	Do it now. These tasks are critical and have immediate consequences if not completed.	A crisis, a looming deadline, a fire in the kitchen, a meeting with a manager, tomorrow's target.
Important, Not Urgent (Decide)	Schedule it for later. These tasks are vital for long-term goals but lack an immediate deadline.	Planning and strategy, professional development, grooming a product backlog, scheduling usability testing.
Urgent, Not Important (Delegate)	Delegate it. These tasks are interruptions that are time-sensitive but do not require your specific expertise.	Unimportant meetings, low-priority emails, urgent requests from a colleague.
Not Urgent, Not Important (Delete)	Eliminate it. These tasks are distractions and time-wasters that provide no value.	Scrolling through social media, sorting junk mail, playing games, watching TV.





ALEX

Project Manager

CASE STUDY: EINSHOWER MATRIX

Alex is a Project Manager at a mid-sized tech firm. On paper, his role sounds exciting—he oversees important projects, coordinates with multiple teams, and ensures deadlines are met. But in reality, Alex often feels like he's drowning in responsibilities. His days are filled with urgent demands, last-minute problems, and constant interruptions that leave him exhausted by evening.

On top of these “fire drills,” Alex still carries the responsibility of guiding his team, preparing executive updates, and making sure long-term projects stay on track. The biggest challenge for him is finding enough time and mental space for strategic work—the kind that could improve processes, support his team’s growth, and move the company forward.

CONTINUE 



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ALEX

Project Manager

CASE STUDY: EINSHOWER MATRIX

One afternoon, feeling particularly overwhelmed, Alex decided to write down everything currently on his plate. His list included tasks like:

- Putting out an emergency bug fix for a client
- Preparing the Q3 project update for the executive meeting
- Finalizing Q3 budget planning
- Reviewing junior engineer's code submissions
- Developing a new onboarding guide
- Responding to over 50 WhatsApp messages
- Scheduling one-on-one meetings with his direct reports
- Researching new project management software
- Approving expense reports
- Ordering office supplies
- Having lunch with a former colleague

CONTINUE 



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CASE STUDY: EINSHOWER MATRIX

Looking at the list, Alex realized that not all of these tasks carried the same weight or urgency—but in the chaos of daily work, they all felt equally pressing. He knew he needed a better way to prioritize and manage his energy.



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TASK LIST

Drag and drop to the right column

Put out emergency bug fix for a client

Prepare the Q3 project update for the executive meeting

Finalize Q3 budget planning

Review junior engineer's code submissions

Develop a new onboarding guide

Respond to 50+ WA message

Schedule one-on-one meetings with direct reports

Research new project management software

Approve expense reports

Order office supplies

Lunch with a former colleague

Urgent & Important (Do)

Important, Not Urgent (Decide)

Urgent, Not Important (Delegate)

For example

Important, Not Urgent (Delete)

Lunch with a former colleague

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Finalize Q3 budget planning

Review junior engineer's code submissions

Develop a new onboarding guide

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Where do this task belong?

Research new project management software

Approve expense reports

Order office supplies

Lunch with a former colleague

Urgent & Important (Do)

Put out emergency bug fix for a client

Important, Not Urgent (Decide)

Urgent, Not Important (Delegate)

Not Urgent & Not Important (Delete)

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Urgent, Not Important (Delegate)

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Urgent, Not Important (Delegate)

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Schedule one-on-one meetings with direct reports

Not Urgent & Not Important (Delete)

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Finalize Q3 budget planning

Review junior engineer's code submissions

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Respond to 50+ WA message

Schedule one-on-one meetings with direct reports

Where do this task belong?

Research new project management software

Approve expense reports

Order office supplies

Lunch with a former colleague

Urgent & Important (Do)

Put out emergency bug fix for a client

Prepare the Q3 project update for the executive meeting

Important, Not Urgent (Decide)

Finalize Q3 budget planning

Research new project management software
Review code submissions

Develop a new onboarding guide

Urgent, Not Important (Delegate)

Respond to 50+ WA message

Schedule one-on-one meetings with direct reports

Not Urgent & Not Important (Delete)

TASK LIST

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Review junior engineer's code submissions

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Schedule one-on-one meetings with direct reports

Where do this task belong?

Research new project management software

Approve expense reports

Order office supplies

Lunch with a former colleague

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Prepare the Q3 project update for the executive meeting

Important, Not Urgent (Decide)

Finalize Q3 budget planning

Research new project management software
Review junior engineer's code submissions

Develop a new onboarding guide

Urgent, Not Important (Delegate)

Respond to 50+ WA message

Schedule one-on-one meetings with direct reports

Approve expense reports

Not Urgent & Not Important (Delete)

TASK LIST

Drag and drop to the right column

Put out emergency bug fix for a client

Prepare the Q3 project update for the executive meeting

Finalize Q3 budget planning

Review junior engineer's code submissions

Develop a new onboarding guide

Respond to 50+ WA message

Schedule one-on-one meetings with direct reports

Where do this task belong?

Research new project management software

Approve expense reports

Order office supplies

Lunch with a former colleague

Urgent & Important (Do)

Put out emergency bug fix for a client

Prepare the Q3 project update for the executive meeting

Important, Not Urgent (Decide)

Finalize Q3 budget planning

Research new project management software
Review junior engineer's code submissions

Develop a new onboarding guide

Urgent, Not Important (Delegate)

Respond to 50+ WA messages

Schedule one-on-one meetings with direct reports
Order office supplies

Approve expense reports

Not Urgent & Not Important (Delete)

TASK LIST

Drag and drop to the right column

Put out emergency bug fix for a client

Prepare the Q3 project update for the executive meeting

Finalize Q3 budget planning

Review junior engineer's code submissions

Develop a new onboarding guide

Respond to 50+ WA message

Schedule one-on-one meetings with direct reports

Where do this task belong?

Research new project management software

Approve expense reports

Order office supplies

Lunch with a former colleague

Urgent & Important (Do)

Put out emergency bug fix for a client

Prepare the Q3 project update for the executive meeting

Important, Not Urgent (Decide)

Finalize Q3 budget planning

Research new project management software
Review junior engineer's code submissions

Develop a new onboarding guide

Urgent, Not Important (Delegate)

Respond to 50+ WA message

Sched meeting
Order office supplies
Expense reports

Approve expense reports

Not Urgent & Not Important (Delete)

Lunch with a former colleague

Eisenhower Practice



bit.ly/EINworksheet

Eisenhower Worksheet

The Know-How

- Open your laptop or tablet.
- Click the provided link or scan the QR code.
- You will receive an [Eisenhower Worksheet](#) containing a task list and the Eisenhower Matrix.
- Please “Make a Copy” or download the worksheet.
- Answer the questions based on the tasks you need to complete in the upcoming week.
- You have 10 minutes to fill out the worksheet.
- You can also use this worksheet outside of this session (for example, at the office) to support your time management at work.

Time & Energy Management Matrix

A prioritization tool that helps you allocate limited time and energy effectively by

**categorizing tasks into four quadrants
based on our energy level and
workload.**



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Time & Energy Management Matrix

Energy Level

**High Energy
(Morning)**

**Low Energy
(Afternoon)**

Deep Work (High Cognitive Load)

- Strategic Planning & Goal Setting
- Creative Content Creation (Writing, Designing)
- Product/Service Development
- Solving Complex Problems

Shallow Work (Low Cognitive Load)

- Important Client Calls & Meetings
- Batch Processing Important Emails
- Networking & Outreach

- Learning & Research (Reading Articles, Watching Tutorials)
- Analyzing Data & Metrics

- Scheduling Social Media Posts
- Organizing Files & Admin Tasks
- Responding to Non-Urgent Inquiries
- Updating Financial Records



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MAYA

Junior Graphic
Designer

CASE STUDY: ENERGY MATRIX

Maya is a Junior Graphic Designer at a small creative agency in Jakarta. She's passionate about design and loves the artistic side of her work, but her role isn't limited to creativity alone. Because the agency is small, Maya often juggles both creative tasks like logo design and campaign brainstorming, as well as administrative duties such as organizing files and answering client emails.

It's Monday morning, and Maya already feels the weight of the week ahead. She knows her energy follows a clear rhythm: she's most alert and creative in the morning hours between 8:00 and 11:00, tends to experience a slump after lunch, and usually recovers some focus again later in the afternoon—especially if she takes short breaks to recharge.

CONTINUE



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CASE STUDY: ENERGY MATRIX

On her desk today sits a list of tasks:

- Design a new brand logo for a client
- Prepare a client proposal deck
- Organize shared drive files
- Respond to client emails
- Take a short walk or refuel after lunch
- Brainstorm ideas for future campaigns

Maya stares at the list and sighs. Each task feels important, but not all of them demand the same kind of energy. Some are deeply creative and require her full concentration, while others are lighter and more routine. Her challenge is figuring out when to do each task so she can stay productive without burning herself out.

MAYA

Junior Graphic
Designer



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TASK LIST

Drag and drop to the right column

Design a new brand logo
(creative)

Prepare client proposal deck

Organize shared drive files

Respond to client emails

Take a short walk/refuel after lunch

Brainstorm future campaign ideas

Where do this task belong?

High Energy / Deep Work (Morning)

Design a new brand logo
(creative)

Low Energy / Deep Work (Afternoon)**High Energy / Shallow Work (Morning)****Low Energy / Shallow Work (Afternoon)**

TASK LIST

Drag and drop to the right column

Design a new brand logo
(creative)

Prepare client proposal
deck

Organize shared drive
files

Respond to client emails

Take a short walk/refuel
after lunch

Brainstorm future
campaign ideas

Where do this task belong?

High Energy / Deep Work (Morning)

Design a new brand logo
(creative)

Low Energy / Deep Work (Afternoon)

Prepare client proposal
deck

**High Energy / Shallow Work
(Morning)****Low Energy / Shallow Work
(Afternoon)**

TASK LIST

Drag and drop to the right column

Design a new brand logo
(creative)

Prepare client proposal
deck

Organize shared drive
files

Respond to client emails

Take a short walk/refuel
after lunch

Brainstorm future
campaign ideas

Where do this task belong?

High Energy / Deep Work (Morning)

Design a new brand logo
(creative)

Low Energy / Deep Work (Afternoon)

Prepare client proposal
deck

**High Energy / Shallow Work
(Morning)****Low Energy / Shallow Work
(Afternoon)**

Organize shared drive
files

TASK LIST

Drag and drop to the right column

Design a new brand logo
(creative)

Prepare client proposal
deck

Organize shared drive
files

Respond to client emails

Take a short walk/refuel
after lunch

Brainstorm future
campaign ideas

*Where do this
task belong?*

High Energy / Deep Work (Morning)

Design a new brand logo
(creative)

Low Energy / Deep Work (Afternoon)

Prepare client proposal
deck

**High Energy / Shallow Work
(Morning)**

Respond to client emails

**Low Energy / Shallow Work
(Afternoon)**

Organize shared drive
files

TASK LIST

Drag and drop to the right column

Design a new brand logo
(creative)

Prepare client proposal
deck

Organize shared drive
files

Respond to client emails

Take a short walk/refuel
after lunch

Brainstorm future
campaign ideas

*Where do this
task belong?*

High Energy / Deep Work (Morning)

Design a new brand logo
(creative)

Low Energy / Deep Work (Afternoon)

Prepare client proposal
deck

**High Energy / Shallow Work
(Morning)**

Respond to client emails

**Low Energy / Shallow Work
(Afternoon)**

Organize shared drive
files

*No work activity,
resting session*



TASK LIST

Drag and drop to the right column

Design a new brand logo
(creative)

Prepare client proposal
deck

Organize shared drive
files

Respond to client emails

Take a short walk/refuel
after lunch

Brainstorm future
campaign ideas

*Where do this
task belong?*

High Energy / Deep Work (Morning)

Design a new brand logo
(creative)

Brainstorm future
campaign ideas

Low Energy / Deep Work (Afternoon)

Prepare client proposal
deck

**High Energy / Shallow Work
(Morning)**

Respond to client emails

**Low Energy / Shallow Work
(Afternoon)**

Organize shared drive
files

Core Time Management Methodologies

The Eisenhower
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Batching



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Interactive

Quick Question

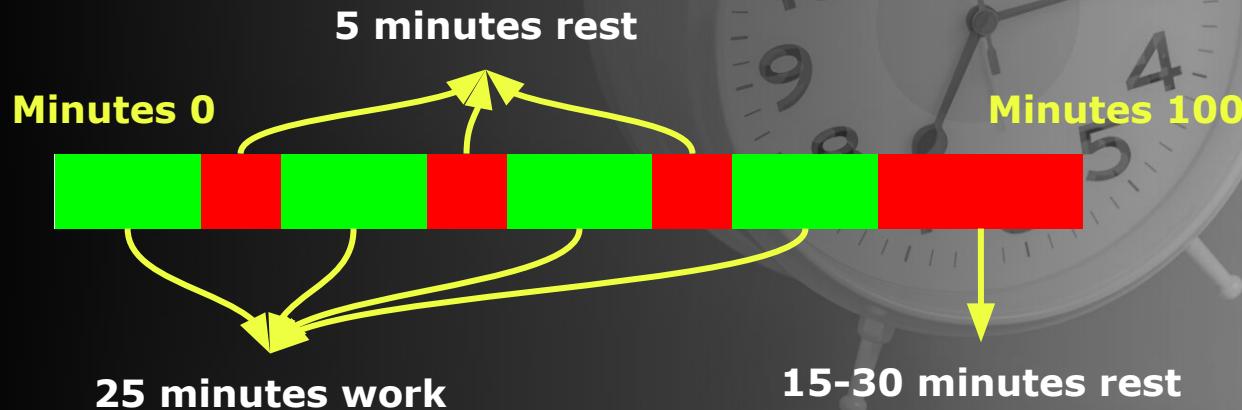
“Have you by **any chance** ever heard of
The Pomodoro Technique?”

*Raise your hand



The Pomodoro Technique

A time management method designed to maximize focus and prevent mental fatigue by **breaking down work into short, focused intervals**. It Enhances focus and **productivity by approximately 25%**.



The Pomodoro Technique

Three Core Rules

Break down complex projects

If a task will take more than four pomodoros, it should be divided into smaller, actionable steps to make it feel less intimidating.

Combine small tasks

Any task that will take less than one pomodoro should be batched together with other simple tasks.

A pomodoro is indivisible

Once the 25-minute timer is set, it must ring. This means resisting the urge to check emails or texts. Any new idea or distraction that arises should be noted down to be addressed later.



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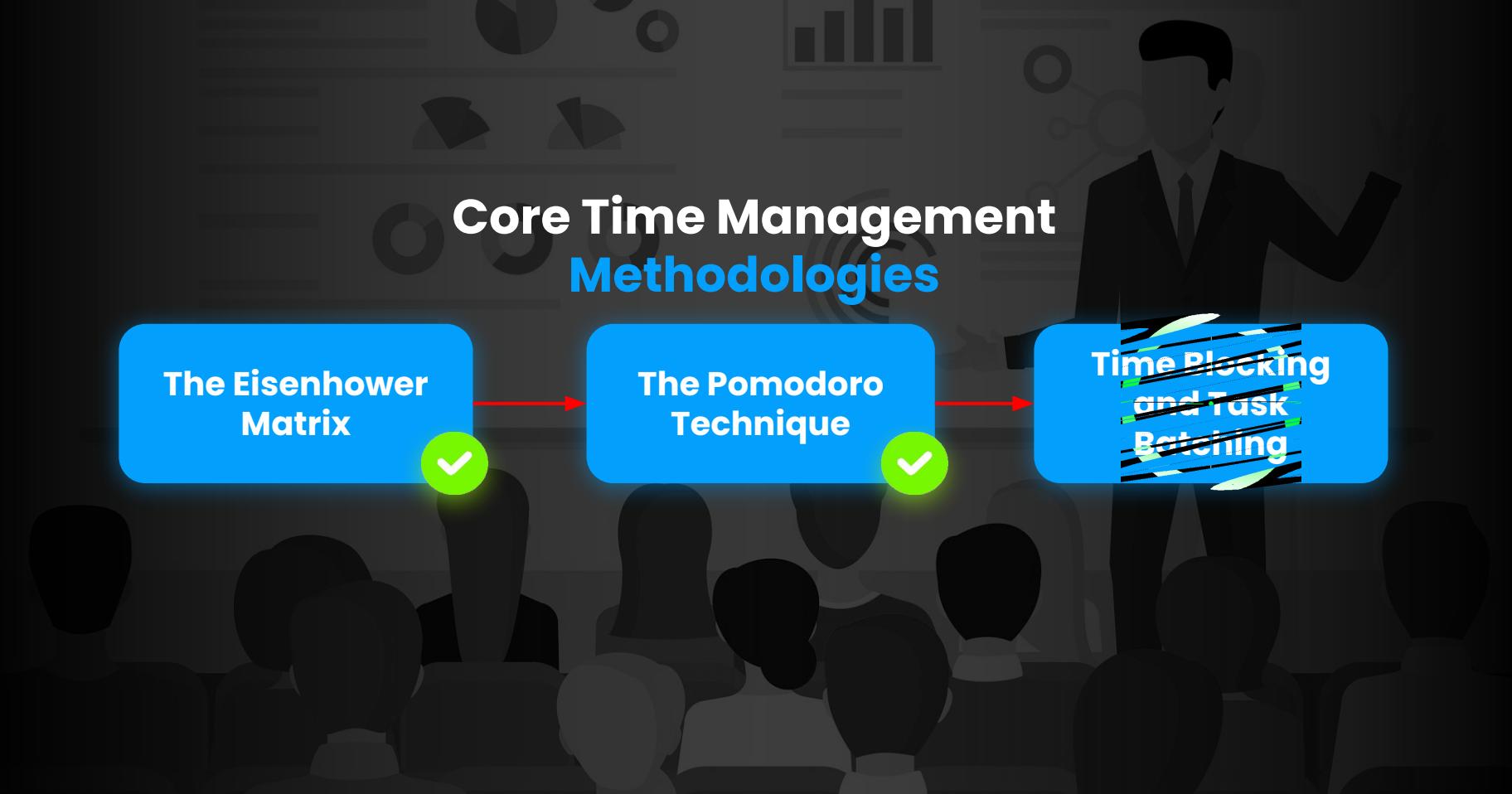
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Core Time Management Methodologies

The Eisenhower
Matrix

The Pomodoro
Technique

Time Blocking
and Task
Batching



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Interactive

Quick Question

“Have you ever heard of
Time Blocking and
Task Batching?”

*Raise your hand



Time Blocking

Individual divides their day into specific blocks of time, with **each block dedicated to a single task or group of tasks.**

For example, one might **block out 9:00 a.m. to 11:00 a.m. for working on a critical presentation**, with a deliberate shift away from all other duties during that time.

It increases daily output by 40% and complete about 53% more tasks



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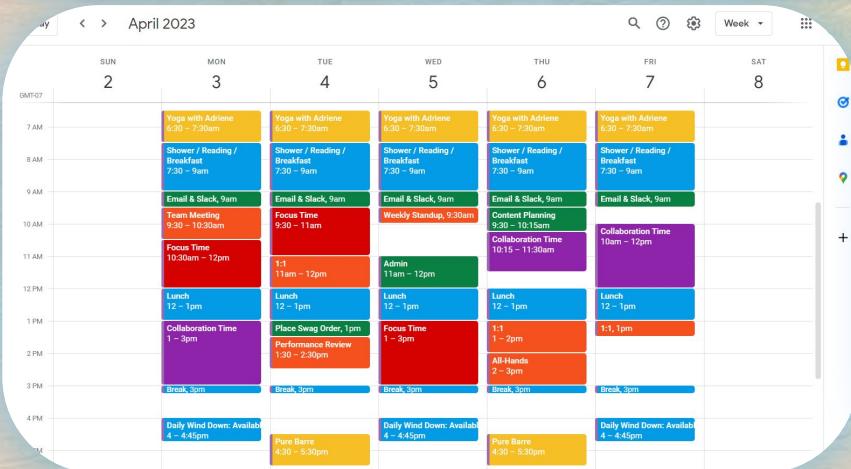
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Time Blocking

Keep your projects and task organized by scheduling fixed, dedicated time blocks for each to avoid overlap and maintain quality.



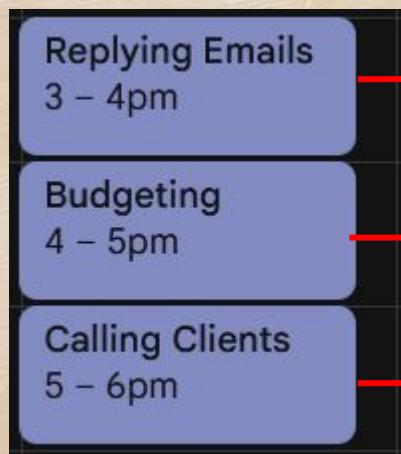
A handwritten weekly schedule for John Rennek II from Sunday, March 5, to Friday, March 10, 2023. The schedule includes various tasks and meetings, color-coded by category. Key entries include:

- Sun 3/5: 8:30 - 9:30 Breakfast, 9:30 - 11:30 Morning Ritual, 11:30 - 12:30 Work Session, 12:30 - 1:30 Lunch, 1:30 - 2:30 Afternoon Ritual.
- Mon 3/6: 8:30 - 9:30 Read, 9:30 - 10:30 Morning Ritual, 10:30 - 11:30 Work Session, 11:30 - 12:30 Afternoon Ritual.
- Tue 3/7: 8:30 - 9:30 Read, 9:30 - 10:30 Morning Ritual, 10:30 - 11:30 Work Session, 11:30 - 12:30 Afternoon Ritual.
- Wed 3/8: 8:30 - 9:30 Read, 9:30 - 10:30 Morning Ritual, 10:30 - 11:30 Work Session, 11:30 - 12:30 Afternoon Ritual.
- Thu 3/9: 8:30 - 9:30 Read, 9:30 - 10:30 Morning Ritual, 10:30 - 11:30 Work Session, 11:30 - 12:30 Afternoon Ritual.
- Fri 3/10: 8:30 - 9:30 Read, 9:30 - 10:30 Morning Ritual, 10:30 - 11:30 Work Session, 11:30 - 12:30 Afternoon Ritual.



Time Blocking + Task Batching

Time blocking pairs well with the technique of **task batching**, which involves **grouping similar tasks together** to increase workflow efficiency and reduce the mental load of constantly switching between different activities.



All replying emails is grouped on 3-4pm

All admin work is grouped on 4-5pm

All calling clients is grouped on 5-6pm

Practice Time Blocking

You are part of Digital Marketing team.

Please do these:

1. Open Google Calendar
2. Time block your calendar to complete these task in one day (*tomorrow's date*)
3. Make sure to use Pomodoro Technique to help you plan your day optimally



Tomorrow you have these tasks to complete:

- Review campaign metrics across platforms
- Draft blog posts
- Write landing page copy
- Write social media captions
- Review, optimize, and schedule content across platforms
- Conduct keyword research
- Apply on-page optimization (titles, meta tags, alt text)



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Evaluating the Tools of Time Management

Digital vs. Physical Tools (1)

Aspect	Digital Planners	Physical Planners
Convenience	Accessible from any device; automatic syncing	Always available once carried; no reliance on battery or internet
Features	Customizable reminders, collaboration options, task sharing	Simple, tactile structure; no tech features
Distraction Risk	High – notifications, social media, and emails may pull attention away	Low – distraction-free, no external notifications
Engagement Level	Can feel superficial due to digital interactions	Writing and crossing off tasks enhances memory retention and focus



Evaluating the Tools of Time Management

Digital vs. Physical Tools (2)

Aspect	Digital Planners	Physical Planners
Motivation Factor	Digital reminders can keep users on track	Tangible sense of accomplishment from handwriting and crossing off tasks
Collaboration	Easy to share tasks with others	Not designed for collaboration
Drawbacks	Risk of distraction, over-reliance on devices	Risk of being lost, no backup, hard to share
Best Fit For	Those who value accessibility, collaboration, and tech integration	Those who prefer focus, memory retention, and a tangible, rewarding experience



Evaluating the Tools of Time Management

Comparison of Top Time Management Apps

App Name	Key Features	Pros	Cons
Todoist	Natural language input, collaboration, custom views, productivity reports.	Superb design, cross-platform support, excellent for individuals and small teams.	Some key features are not available in the free version.
Asana	Project management, timeline view, robust collaboration features.	Flexible design, powerful for teams, capable free version.	Not ideal for graphics-intensive work, slightly higher pricing.
TickTick	Pomodoro timer, GTD method support, recurring tasks, collaboration.	Flexible for multiple methodologies, offers a free version, provides location-based reminders.	Some features may require in-app purchases or a subscription.
Toggl Track	Effortless real-time tracking, detailed reporting, Pomodoro setting, idle detection.	Generous free plan, easy accessibility from anywhere, excellent for time tracking and analysis.	Primarily a time tracker, not a full task manager like Todoist or Asana.





Steve Jobs

**Co-founder, Chief Executive and
Chairman - Apple Computer**

—

***Your time is
limited. So don't
waste it living in
someone's life.***



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A photograph of a man with dark hair and a beard, wearing an orange hoodie. He is shouting with his mouth wide open and hands raised in a gesture of anger or denial. The background is a solid yellow.

KERJA KERAS
NO

A photograph of the same man from the first image, now smiling broadly and giving a thumbs-up with both hands. He is wearing glasses and has a beard. The background is a solid yellow.

KERJA CER-DIAS
YES



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