Welcome

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Before we get started...

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• Presentation and audio-replay will be made available by *Friday, November 15th*. 
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Speaker

Lauren LeMunyan
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The SpitFire Coach
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Prioritization Hacks

5 Key Tools to Maximize Your Day
According to The CDC...

The 6 Most Common Sources of Stress in the Workplace are:

- The Design of Tasks
- Management Style
- Interpersonal Relationships
- Work Roles
- Career Concerns
- Environmental Conditions
Unresolved Stress Destroys

- Problem-Solving
- Creativity
- Innovation
- Relationships
- Teamwork
- Trust
- Career Growth

- Self-Esteem
- Sleep
- Self-Care
- Friendships
- Your Immune System
- Your Health
- Your Free-Time
How Does Stress Create Negative Impacts?

Belief ➔ Thought ➔ Action ➔ Feeling ➔ Result

Your Mindset Cycle

- Adrenaline, Cortisol, Norepinephrine Levels Increase
- Heart Rate Increases
- Options Decrease
- Breath Shortened
- Internalization / External Projection
- Vision Decreases
- Communication Breakdowns
• One million employees are missing work each day due to stress. (Health Advocate)

• The average employee is interrupted from their work 56 times a day. (Atlassian)

• It costs a 100-person company a yearly sum of $528,443 to correct poor communication, spending an average of 17 hours per week on the task. (Siemens)

• The average employee spends two hours a day recovering from interruptions. (Atlassian)

• Companies with high stress levels will pay on average 50% more in employee health care coverage every year. (BMC Public Health)
5 Remedies to Prioritize, Maximize and Awesomize Your Day
Symptom: Everything Feels Urgent and Important

Remedy: Eisenhower’s Matrix
Eisenhower's Matrix

- **Urgent & Important**: **ACTION: DO IT!**
- **Urgent & Not Important**: **ACTION: Schedule it.**
- **Not Urgent & Important**: **ACTION: Delegate it.**
- **Not Urgent & Not Important**: **ACTION: Trash it.**
Symptom: Overflowing To Do List

Remedy: The 10s
The 10s

At the start of your day, write down your complete To Do List for the day.

Next to each item, write down the value of the importance and impact for the day (1-low, 10-high)

Collect all of the 10s, and put them on a new list (sheet of paper, or at the top of the list in excel)

ONLY Focus on the 10s

Once The 10s are complete, go to the 9s and so on.

If a new item enters your inbox or office, give it a value from 1-10 and proceed as normal.

(Pro-Tip: If a project is estimated to take you more than 10-15 minutes, break it down into smaller/actionable pieces.)
Symptom: Confused/Unclear on Where to Start

Remedy: Reverse Engineering
Reverse-Engineering

1. Start with the **What** and the **Why** of the Goal
2. Describe **specific criteria** when you’ve **achieved success**?
3. **Work backward** From the point of success what happened to make it happen?
4. Identify **who owns what piece** and **when it needs to be done**
5. Use a **shared system** with all parties involved
Symptom: Saying Yes Too Much/Difficulty in Delegating

Remedy: The Triple D Method
The Triple D Method

Is it **Doable?** Do you have the time, resources, expertise, and information to do it?

Is it **Desirable?** Does it add to your goals? Does it bring your joy? Does it feel in preference to your talents?

Is it **Delegatable?** Is there someone else who is better suited to take it on that has the time, resource, expertise?
DOABILITY
Is it doable?

DELEGATABILITY
Is someone better able to do it?

DELEGATE away!

DESIRABILITY
Is it desirable?

Go for it!
(make sure you have clear deadlines and expectations)
Symptom: Assumption Combustion

Remedy: CCV
Get Curious: “I’m curious…”
- When the deadline is?
- What my role in this is?
- Who else is involved?
- How this impacts our strategic goals/budget/resources?
- What else we’ve done before that was similar?

Get Clarification: “What I’m hearing you say is…”

Get Verification: “Where else can I get confirmation or information?”
The Symptom: Everything Feels Urgent and Important
The Remedy: Eisenhower’s Matrix

The Symptom: Overflowing/Overwhelming To-Do Lists
The Remedy: The 10s

The Symptom: Unclear Plans
The Remedy: Reverse Engineering

The Symptom: Saying Yes to Everything
The Remedy: The Triple D Method

The Symptom: Assumption Combustion
The Remedy: CCV
Additional Sprinkles
Prepping & Closing Out the Day

Block out the first and last 10 minutes of your day

Capture what you accomplished and what is needing attention

Celebrate your wins!
What’s Reasonable?

In a minute?

In an hour?

In 2 hours?

In a day?

In a week?

In a month?
ALL RELATIONSHIPS BREAK DOWN FROM UNMET EXPECTATIONS
WE TRAIN PEOPLE HOW TO TREAT US
We go from **BOSSY** to **BOSS** when we clearly explain the why (Y).

- Lauren LeMunyan
Prioritization Hacks

5 KEY TOOLS TO MAXIMIZE YOUR DAY

Thank you for joining us today during the Healthcare Distribution Alliance’s Webinar!

As our gift to you, we’d love to give you a complimentary copy of the Prioritization Hacks: 5 Key Tools to Maximize Your Day eBook.

Get the step-by-step instructions, worksheets and pro-tips in one place to awesome your day!

GET YOUR COPY HERE

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PODCAST
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1. Type your question into the **Q&A** box located on the right-hand side of your screen.

2. Click the **SEND** button to submit your question.
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March 8–11, 2020
Marriott Marquis San Diego Marina, San Diego, Calif.

2020 DISTRIBUTION MANAGEMENT CONFERENCE AND EXPO

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Thank you