### Switchboard Webinar Slide Deck- Creating Balance in Case Management 3.13.25.pptx

12 - 18 Mar 2025

Poll results



#### **Table of contents**

- What is your "why" for doing this work?
- What are some other aspects of your identity outside of work?
- What practical resources and/or strategies would help you maintain your workload?
- What strategies do you use to help you find time for the administrative side of case management work?



### What is your "why" for doing this work?



## making a difference Paying if forward

Help clients

Share experience

humans Advocacy Re

Humanity

meaningful

trajectory) solidarity Dignity

(providing

Empowerment HOPE Empathy feeling heard

## Experience Helping others

Mission Making

Social justice

difference giving back Share the Growth Care Commitment to empowering others

Common understanding

#### What are some other aspects of your identity outside of work?



Father and husband like friend

Dog Dad Mountain lover

Soccer enthusiast Veteran

mother and grandmother

**Immigrant** 

Third Culture Kid

Brother Tap dancer

Family Therapist Woman Sister Partner

Individual

Girlfriend

Parent

Tia/Auntie

Pawparent Human

spouse Artist Mother Wiferunner Mentor untie

Traveler Pastors wife

Hiker plant parent

Reader Friend Grandmother

teacher/trainer Learner

gardening

language enthusiast

Military Brat

Trainer friend, family oriented

Father/Husband

Hobby

Grad student

## What practical resources and/or strategies would help you maintain your workload?



Meditating

Spend time with Friends

Taking a mental break

sticky note on my laptop of leftover tasks

Music therapy

Play games Working out

Gardening pre

Taking a break Good sleep

Travel/vaccation

Reading books

Stillness Cooking

Singing Dancing

Nature

Yoga

talk to my kids

Walking reading Use Praying

**Training** 

Prayers

spend time painting

Walking in nature

Self care

service

hard

Family time

week:

meal Sleeping

Mukbang

Running

Walks Music and walking Watching tv shows

Spend time with family

planning non-work events to look forward to

Journaling

Time management skills

Others holding space

Listening to birds outside

Meeting with friends

What strategies do you use to help you find time for the administrative side of case management work?



Sticky notes copy and paste templates

day notes Calendar

Set up time for notes

# Time Blocks on Calendars done

case

Calendar

Nots

Spreadsheets

beginning Set reminders

Case note immediately

set a day weekly/biweekly depends on the caseload Use calendar don't be afraid to ask for help