



Family Support and Early Intervention Division
HOME VISITING



UNM Early Childhood Services Center,
UNM Center for Development & Disability

NM Home Visiting Bits and Bites

December 2023



Organization as a
Self-Care Strategy

Organization as a Self-Care Strategy

Anna Garcia, M.A., IMH-E®

Early Childhood
Education and Care
Department (ECECD)
Updates

According to Jensen (2021) in the Harvard Business Review, a major source of stress for many people is the pervasive feeling that there is never enough time. Effective time management and organization skills help you complete your work in less time and create a work-life balance. Time management and organization skills should be viewed as self-care strategies. When unfinished work is on your mind during your family or personal time, you cannot be fully present. Also, when you are behind on data entry or paperwork, it can be overwhelming, and you may not know where to start.

Story from the Field

What is time management?

Home Visiting, Dates on
the Horizon

While there are many definitions, we have combined several for the following definition: Time management is the process of planning, organizing, and efficiently allocating one's time to tasks, activities, and responsibilities to achieve specific goals and maximize productivity. It involves making conscious choices about how to use time effectively, balancing various priorities, and optimizing resource allocation to ensure that tasks are completed on time. [Study.com (2023), Jensen (2021), and Rampton (2021)]

For More Information or
to Submit an Article

Why do we struggle with time management?

Jensen (2021) states that as soon as we agree to do a task, the pressure to deliver begins. Procrastination, managing an overwhelming workload, susceptibility to distractions, and insufficient planning can lead to various challenges. These may include missing deadlines, difficulties in attempts at multitasking, prioritization, struggles in setting boundaries, and the potential for fatigue and burnout. Numerous conventional approaches to time management exist, and here are a few:

- Prioritize tasks with a must-do, should-do, and nice to-do list.
- Follow a schedule for emails, calls, and data entry.
- Ensure access to necessary tools: computer, internet, calendar, and systems knowledge.
- Plan with an organization system, including a calendar for daily, weekly, and monthly tasks.
- Politely say "No" to tasks not aligning with goals to prevent over-commitment and burnout.

References

Jensen, D. (2021). Time Management Won't Save You. Harvard Business Review <https://bit.ly/3QE4sE6>

Rampton, J. (2021). Struggling with time management? Try these six surefire strategies. Forbes.com <https://bit.ly/3QZv5EE>

Study.com (2003-2023). What is time management <https://bit.ly/46gz9Vm>

Organization as a Self-Care Strategy (continued)

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What can we do differently?

According to Rampton (2021), If you get a handle on the minutes that make up your day, you will improve how you manage your time:

- Commit to single-tasking for high-quality work. Multitasking has been overused and can be counterproductive. Many of us cannot function at a high level while multitasking. Instead, focus on one thing at a time.
- Use time blocking to reduce interruptions and stay focused. Divide your day into distinct blocks of time. Respond to emails in two 20-minute blocks of time, one at midday and one at the end of the day. Set aside an hour to complete your data entry instead of leaving it two-thirds finished before heading out for a home visit.
- Deploy the Pomodoro Technique. Avid users commit to doing 25 minutes of concentrated work on a single task. Once the time is up, take a five-minute break. After four rounds of this, take a 15-20-minute break to fully recharge. This approach simulates a time crunch, which prompts your brain to zero in on a task and execute it.
- Schedule movement breaks. Consider using five-minute breaks to stretch or to take a quick lap around the office. Our bodies aren't made to sit in an office chair for eight or more hours a day. Give your muscles the movement they crave and allow yourself scheduled breaks throughout the day.
- Try task batching to efficiently handle diverse tasks. By grouping similar tasks together, you can accomplish them quickly and efficiently. If data entry is difficult, develop a plan to complete it. To minimize distractions, close other applications and windows on your computer. Set a goal for how many home visits to enter or set a time limit for your task. You'll create a sense of urgency to get the job done.
- Fuel yourself with energy-boosting foods throughout the day. This supports you to focus, and gives you sustained energy. While it can be tempting, especially on a busy morning, resist the urge to subsist solely on coffee. Fuel your body right, and it will serve you well.

Establish clear goals and seek guidance from your supervisor to formulate SMART goals, ensuring they are Specific, Measurable, Achievable, Relevant, and Time-bound. Once you identify effective strategies, integrate them into your routine, allowing time for them to become ingrained. Be open to reassessing and adjusting your approaches as needed. Remember, developing these practices is a gradual process requiring patience and awareness, with the support of your agency. Prioritize work-life balance and overall well-being for sustained success and lasting habits.

EARLY CHILDHOOD EDUCATION & CARE DEPT (ECECD)

UPDATES

ECECD Home Visiting would like to announce that Angela C'de Baca has accepted another position within ECECD. Her last day with home visiting is Friday, December 8, 2023. We are deeply grateful for the support she provided to Home Visiting and wish her the best of luck with her new position! You will be missed!

We have onboarded the following new home visiting programs: La Luz Home Visiting (Bernalillo County) and Guiding Star Southwest (Dona Ana County). Another program will be onboarded at the start of the new year. We are excited to expand home visiting to reach additional New Mexico families.

Home Visiting and FIT will host a Zoom training on Naloxone (NARCAN) on January 10, 2024, from 2 p.m. to 3:30 p.m. Participants will learn how to administer NARCAN if needed during home visits in the field. Click [here](#) to join.

Upcoming employment opportunities: ECECD Home Visiting will be hiring a Business Ops team member as well as a Home Visiting Manager/Monitor. Please be on the lookout for these employment opportunities for yourself or people you know who may be interested in joining the ECECD Home Visiting team.



Photo courtesy of The Guidance Center. Top left to right: Maria Ponce, Estrella Madrid, Bibi Rosales, Joslynn Stevens. Bottom left: Irma Borunda, Bottom right: Harlee Lester. A very special thank you to our volunteer Santa, Mr. Randall Welty.



***The Home Visiting Team would like to wish you all a Wonderful
Holiday Season and a Happy New Year!***

STORY FROM THE FIELD

Chelsie Mumpower
Los Alamos First Born, Los Alamos, NM

I embarked on my journey as a home visitor over a year ago with a strong desire to make a meaningful difference in people's lives. I have a passion for childhood development and a love of learning. Maintaining a healthy work-life balance as a home visitor has been a delicate juggling act. This role can be demanding, as it often involves irregular hours and emotional engagement. Being a parent myself makes it hard to delineate time between work and family commitments, but it also allows me a deeper understanding of the issues my families face.



Chelsie Mumpower

Recognizing that your work-life balance isn't working anymore often comes when you start experiencing a range of physical, emotional, and mental signs of stress or burnout. For me, I started to consistently feel overwhelmed and fatigued. I had a decline in overall job satisfaction, reduced productivity, and difficulty in disconnecting from work. It took me some time to realize what was going on, but with the help of my advisor, amazing colleagues, weekly reflections, and staff meetings, I found a safe space to reflect. I had to learn to ask for help.

Through discussions, reflections, and even self-help podcasts I was able to establish time management strategies that not only supported work productivity but home life too. By trial and error, I found that I worked best when I broke tasks down consistently and in small doses. Essential to this change was the realization that I needed to talk out action plans. I learned to appreciate and accept help in getting to the doing part of what needed to be done. For instance, I had a hard time staying consistent with my database entry, so I created time slots each day in my Google calendar just to enter information and committed to sticking with those times each week. I learned the importance of placing time-slot holders for my home visits to create reliability, respect, and efficiency at work. To enact this change, I sent out an email to all my families requesting for them to commit to a time slot. I explained how this would support our time together and allow them to get the most out of the First Born program. Finally, another skill I learned to adopt in my workflow is to be more efficient with prepping for my home visits. Each week I make a list of the families I will be seeing and group them based on common interests such as potty training or sleep. This allows me to be more thorough in my presentation of the curriculum.

Reflecting on my first year with the First Born program, I have found it to be both challenging and rewarding. I have learned that respecting my time, being intentional with my actions, and actively seeking diverse resources all help me to be a better, more effective home visitor for the families I support. I find it motivating that through reflection, problem-solving, and action process I not only helped myself but my families as well.

Resource: Mel Robbins Podcast: The #1 Hack for Being More Productive Tomorrow <https://bit.ly/3RuZ6N2>

RETIREMENT NEWS

Much Gratitude to our friend Paula Marechal!

John Buchan, LCSW
Young Children Health Center

Over the last twenty-two and a half years, Paula Marechal has played an essential role in the success of the Home Visitation Program at Young Children's Health Center (YCHC). She has done a great job both as the supervisor and as a home visitor providing direct services to children and families. After a period of serious reflection, Paula recently announced that she has decided to retire in early 2024 to travel and to spend more time with her husband, children, and grandchildren.

The legacy that Paula leaves behind is substantial. We have not had a staff person at YCHC who has been more committed to the respect for diversity, social justice, and equitable access to services than Paula has been. Her tenacious dedication to these principles is readily apparent when one looks at the multicultural faces of the families that the program serves. There is not a Home Visitation Program in the state that serves a more diverse population of people than the one that Paula has built at YCHC. While it will be impossible to replace her, YCHC's leadership team is confident that the spirit and energy that Paula has invested in our program will persist and influence program decisions well into future.



Paula Marechal

Thank you Paula for the hard work and excellent leadership you have provided to YCHC's Home Visitation Program as well as to the hundreds (if not thousands) of children and families that you have served over the years. We will do our best to continue the work in a manner that will make you proud.

HOME VISITING DATES ON THE HORIZON

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|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <p>December 7</p> <p>SPANISH Reflective Case Review</p> <p>1:30-2:30 p.m., via Zoom</p> | <p>December 11</p> <p>Reflective Case Review</p> <p>9-10 a.m., via Zoom</p> | <p>December 12, 14</p> <p>Introduction to ASQ®-3/ASQ®:SE-2</p> <p>9 a.m.-12:30 p.m., via Zoom</p> | <p>December 19</p> <p>Mothers and Babies Consultation</p> <p>1-2 p.m., via Zoom</p> |
| <p>December 20</p> <p>Reflective Case Review</p> <p>1:30-2:30 p.m., via Zoom</p> | <p>January 3</p> <p>New HV Interactive Orientation Session 1</p> <p>10 a.m.-1:00 p.m., via Zoom</p> | <p>January 4</p> <p>SPANISH Reflective Case Review</p> <p>1:30-2:30 p.m., via Zoom</p> | <p>January 5</p> <p>New HV Interactive Orientation Session 2</p> <p>10 a.m.-1:00 p.m., via Zoom</p> |
| <p>January 8, 17</p> <p>Reflective Case Review</p> <p>9-10 a.m., via Zoom</p> | <p>January 9</p> <p>New HV Interactive Orientation Session 3</p> <p>10 a.m.-1:00 p.m., via Zoom</p> | <p>January 11</p> <p>New HV Interactive Orientation Session 4</p> <p>10 a.m.-1:00 p.m., via Zoom</p> | <p>January 16</p> <p>Mothers and Babies Consultation</p> <p>1-2 p.m., via Zoom</p> |
| <p>January 23, 24, 25</p> <p>Mothers & Babies</p> <p>9:30 a.m.-1 p.m., via Zoom</p> | <p>January 23</p> <p>Reflective Case Review</p> <p>1:30-2:30 p.m., via Zoom</p> | <p>Feb 1</p> <p>SPANISH Reflective Case Review</p> <p>1:30-2:30 p.m., via Zoom</p> | <p>Feb 9</p> <p>PICCOLO in Practice</p> <p>9-11 a.m., via Zoom</p> |

Visit the HV Training Calendar link above or [HERE](#) to register for events.

Individual registration is required to receive a certificate.

If you cannot attend, please cancel in advance to allow those on wait lists to register.

OBSERVANCES/AWARENESS

JANUARY Birth Defects Awareness Month

FEBRUARY Black History Month

American Heart Month

Children's Dental Health Month

SUBMIT NEWS!

To submit information to be shared in future newsletters, please send an email to: HSC-ECLN@salud.unm.edu

For more information, visit us below.



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