

# In search of the 25th hour

**Plan effectively – save time – live more healthily**

Eileen M. Wanke



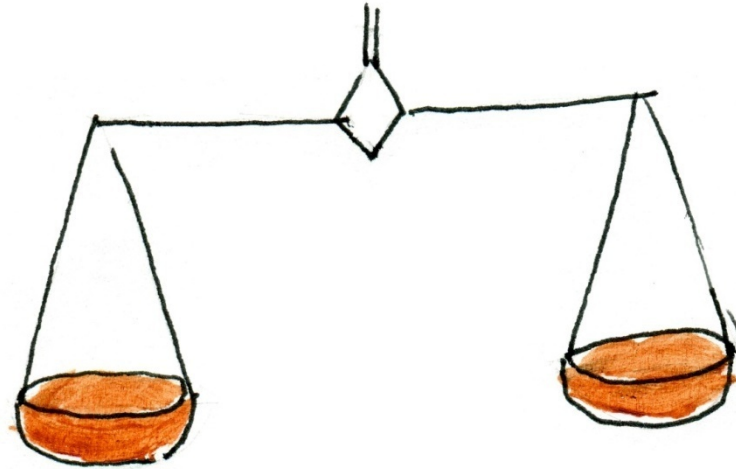
# Significance of time in prevention

## Time management

- Work-life-balance
- Create resources

## Point of time

- Accumulation of injuries



**Without sufficient regeneration and relaxation phases, load phases would not have the desired effect**

***About 66% of prospective musical theatre performers have a part-time job***

***...of which > 50 % work in gastronomy***

## “Time thieves” of daily life (1)

- long journeys from and to the educational institution/  
to the theatre
- not having aims, priorities or daily schedules
- putting off important things
- trying to do too much at once
- unable to say “No”



## “Time thieves” of daily life (2)

- leaving tasks undone or uncompleted
- being disorganised, accepting unnecessary obligations
- unfinished paper work
- being irresolute
- being in a hurry, impatient
- being available at all times



# Advantages of good time management

- better adjustment for the next working day
- planning of the forthcoming day
- fulfilling daily aims
- keeping calm (in case of unforeseen events)
- increasing satisfaction and motivation
- increasing personal performance
- saving through methodical work
- reducing hazards



**Reduction of hazards**

# Establishing priorities

## Method tools

- The A-L-P-E-N method
- The ABC Scheme
- The Eisenhower Principle



# Tools

## A-L-P-E-N Method

### Scheme

- A = Activities – note tasks
- L = Length estimation
- P = Planning ahead – buffer times
- E = Establishing priorities – decide
- N = Next day – check up

## ABC Scheme

### By task priorities

- A – most important tasks  
(greatest work success/priority processing)
- B – average important tasks (complete soon, delegate if applicable)
- C – tasks can wait. They are usually repetitive routine tasks.

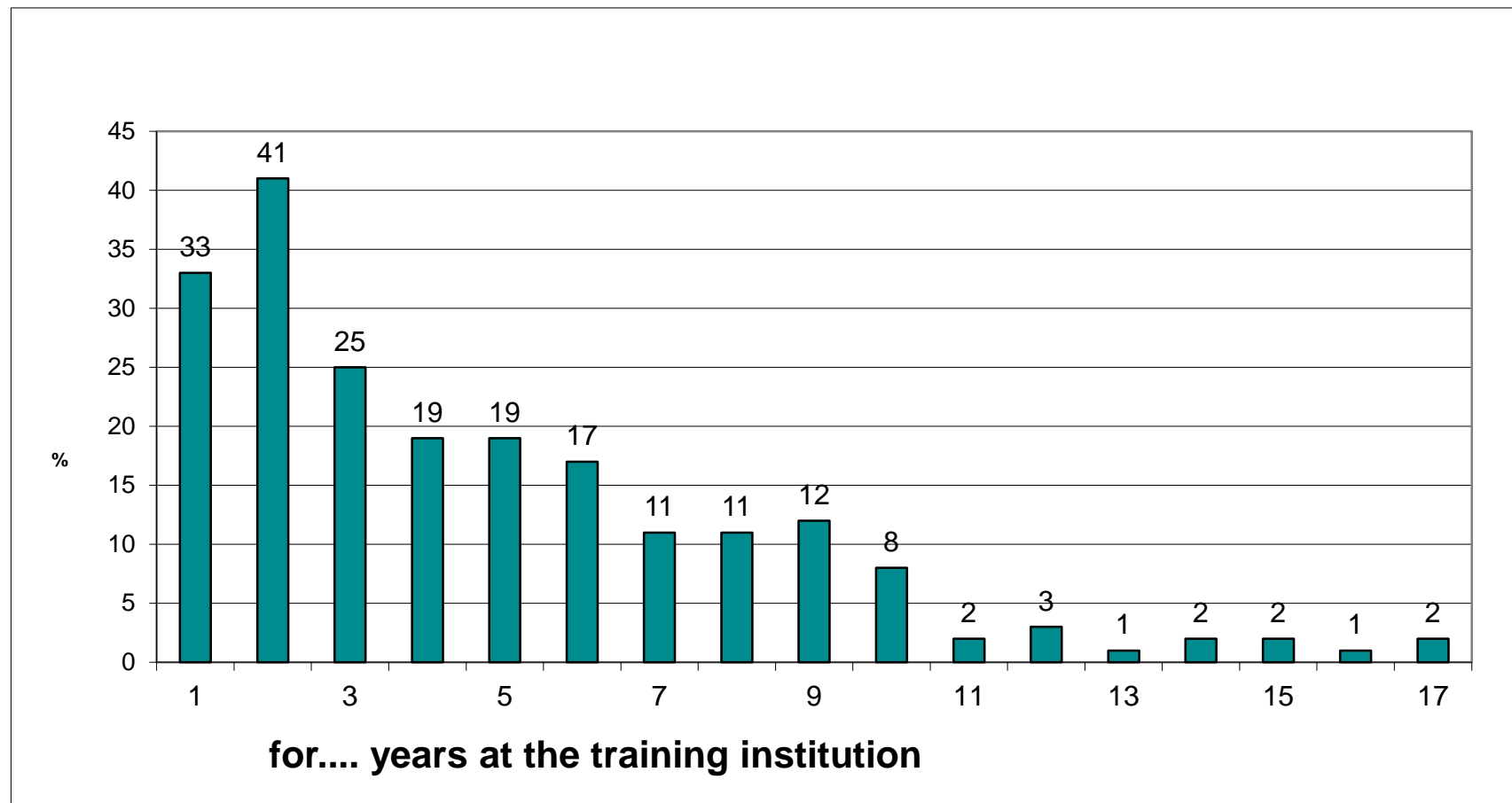
# Tools

## Eisenhower method





# Time span between start of education and time of injury



Source: Wanke, EM; Quarcoo, D; Groneberg, DA: Wie gefährlich ist die Tanzausbildung? Analyse und Evaluation akuter Verletzungen heranwachsender Tanzschüler/-innen unter besonderer Berücksichtigung des Geschlechts. Kinder- und Jugendmedizin, 2012; 12 (2):109-114.

## “Time” points of injuries

- September/October – at the end of the term
- Monday, then decreasing during the week
- In the first 3 hours after the start of training
- From the 5th hour on (1/5 after 1600 hrs [4 p.m.])
- In the evening
- At the end of the term
- Before a seasonal highlight
- One month after the beginning of the term



# Measures for effective scheduling

- Plan the day/week consistently and ahead of time
- Do not let yourself be distracted, and avoid interruptions
- Create and maintain order
- Check (what worked and what didn't?)
- Take routine activities into account during planning
- Consider your personal performance curve
- Establish priorities
- Stay calm in case of unforeseen events
- Relax



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Under [www.vbg.de/prevention-musical-dance](http://www.vbg.de/prevention-musical-dance) you will find the following additional material:

- Methodological-didactical commentary
- Background information for teachers
- Work sheets
- Media collection