

TIME MANAGEMENT

Work Smarter

Where did the time go? Did you ever sit back and think about where all of your time went during your day?

Whether it's the ongoing phone calls or having to drop everything you were working on for a family emergency, time always seems to escape during the day. Time may be difficult to control, and this can add stress to your day. There are many ways people can be efficient with their time.

In this issue of *Your Source*, you will find tips for managing your time and different ways to help you get all of your tasks done. Time management not only affects your work, it also affects your family/home life. You may think you are great at multitasking, but managing time and being efficient are critical if you are to make the most of your day.

Go online today! Log on to access *Work Smarter* and other helpful resources in the *Spotlight* section. Share this information with your family members and others.



Not getting enough sleep can have a negative impact on your energy. It might take you twice as long to get a job done, and you might get sidetracked. Rest is very important when you are trying to be efficient.

Don't Let Time Manage You!

There are many different time management tips and techniques that may help. The best method will depend on your personality and habits. The following steps may help you manage your time a little better in the work place and at home.

- **Make clear goals**—Establish both short- and long-term goals that build upon each other.
- **Prioritize**—Many goals and tasks have different values. Prioritize these, and use the information to create an organized “to-do” list.
- **Manage distractions**—Remember to stay focused on your goals and tasks.
- **Follow your energy cycle**—Understand and recognize when you are most alert and efficient. Schedule work on your most difficult tasks during that time.
- **Be realistic**—Know what is a realistic goal or task that you can accomplish, and set a reasonable timeframe to get the job done.
- **Manage procrastination**—Don't try to work on the same task for eight hours straight. Take breaks and give your mind a rest.



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Getting It All Done

We get the same amount of time every day. There is no way to save or bank time, and we can't slow it down. Much of our time may seem to be controlled by our parents, teachers, friends and employers. Many parts of the day are dedicated to eating, sleeping, driving and other planned events. But small or large, there is a big chunk of time each day that is entirely ours to control. How we make use of this time depends on how much we enjoy life and how many important goals we want to achieve. Using time well is a key factor in "getting it all done."

Expand your discretionary time as much as possible by eliminating waste and accomplishing more of what you want with as many minutes of your day as you can.

How to increase your time management skills

- **Stay in control**—We are the only ones in control of ourselves. When other people are involved, we lose control. Learn how to control the things you can, plan for the things you can't and learn to roll with the punches.
- **Make time**—Take time to plan your day. You might be surprised that you need only about 15 minutes to do this. This will keep you on target and give you a daily goal for what you hope to accomplish.
- **De-clutter your workspace**—Clean your desk or work area. Cleaning up clutter may allow you to feel organized and productive and allow your creative juices to flow. Be sure to clean up after you finish a task, too.
- **Write it down**—Be sure to keep all of your commitments. Use your smartphone's calendar or a day planner, and keep track of the appointments and meetings you have.



Building a Dream Team

Most people interact with others at work to get a task or job done. Having a team that works well together will increase overall happiness at work and efficiency.

Here are a few ideas for improving teamwork:

- Go for small wins
- Request a change in team members if necessary
- Beef up team expectations
- Encourage each other
- Be role models for each other
- Ask for help if needed
- Offer to help others

How many hours are in one day?

- A. Not enough
- B. Too much
- C. 24

The correct answer is 24 hours in one day. That might seem like a lot, but, if not managed correctly, time can get away from you. Be sure to use the helpful tips above or log on to our website to learn more ways to balance your schedule and time.