

Manage Your Day

EMPLOYEE ASSISTANCE AND WORKLIFE

SOLUTIONS

Everyone struggles with time management now and again. And, as a manager with obligations to your employees as well as to the larger organization, it can be even harder to keep your day on schedule. Take back control of your calendar and make the most of your day with the support and guidance of your **Employee Assistance Program (EAP)**. Here are some tips to help you get started.

ZOOM OUT

Often, we tend to plan and work within the confines of individual tasks, as opposed to overall projects or goals. As a result, we get caught up in a stressful attempt to complete X number of items each day rather than considering the bigger picture in order to produce thoughtful, effective work.

At the beginning of every week and before your start each day, write down the most important tasks you need to complete, including any that have hard deadlines. Then, use a ranking system to determine which items must be completed, as well as those that contribute to the overall goal and could be quick wins for you and your team.

MAXIMIZE YOUR MOMENTUM

Although every workplace operates within a specific set of business hours, not every employee is productive at the same time. While it's not always possible to set your own hours or choose when meetings occur, it's important to be aware of your most productive hours and take advantage whenever possible.

Think about your energy level across a given workday. If you tend to be at your best in the morning, then start each day by tackling large or important tasks first – perhaps even before you begin checking emails. And, if your effectiveness tends to ramp up later in the day, block out chunks of time on your calendar that are reserved exclusively for work on particular tasks.

BENEFIT FROM BALANCE

Whether you cross off all the items on your to-do list, or you encounter so many unexpected interruptions that you get almost nothing else done, make time for yourself each day. It's just as vital to allot time on your calendar to relax and recharge as it is to schedule your productivity; in fact taking brief breaks can increase productivity.

Regularly take small breaks away from your desk – go for a short walk, socialize, read, or make a personal phone call. And take a lunch break every day, whether or not you think you have time. Stopping for even a moment to take some deep breaths and reset between tasks can boost your energy and focus.

For more on how you can better manage your time, or to receive support in your role as a manager, contact the EAP for a management consultation. Help is available any time, day or night, and our EAP experts are here to assist you as both a leader and an employee.

The EAP is a voluntary and confidential employee benefit available to federal employees and their family members at no cost.

24
HOURS
A DAY

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