



Time Management Techniques

Not using your time wisely can hurt your performance and make work more stressful. The key to combating this is time management. With just a little effort, you can be more effective and efficient at work and at home.

Start by getting in the habit of regularly filling out an appointment book or calendar with all appointments, meetings and deadlines. Once you get the feel for your schedule, consider whether you can move, shift or eliminate any appointments. Other tips:

Deal With Deadlines. Many projects are plagued with unexpected problems and complications. When working on a large project, take advantage of any free time to work ahead to prevent last-minute crunches. Also, review priorities with your boss or co-workers to decide the order of importance for tasks.

Remember the Little Things. You must figure into your schedule tasks done by others, such as typing reports, circulating memos or researching issues. Make sure you set deadlines for others.

The Payoff. With very little effort, you can realize major results. Taking a close look at how you spend your time can reveal potential problems and allow you to address them effectively.

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