

Time Management can be a challenge for many people. Oftentimes, we might wish for more hours in a day, or week, etc., then quickly realize that if we plan better, we can complete tasks in a more timely way.

The biggest key to successful Time Management, is in the planning. Below are five (5) tips to help you manage your time, and to work *smarter not harder*:

- 1 – Examine what needs to be done** – Whether it is a work-related task, or personal endeavor, assess the task and determine what the desired outcome will be.
- 2 – Develop a Plan** – It is often helpful to “expect the unexpected”. By planning your time carefully and allowing yourself a cushion, anything that may come up “all of a sudden” will tend to be less of a disruption.
- 3 – Organize the Task** – Itemizing and organizing the tasks will allow you the opportunity to assess what can be done “first” and what can be done “later”. Using a calendar (or your smart device) as a means to remind yourself and track your tasks will help alleviate any stress.
- 4 – Implement the Plan** – Once you have completed the plan and organized the tasks, put that plan in place. Keep note of any sudden changes, or distractions, so that in the future you can plan for those as well. Do your best to not allow yourself to be taken “off-task” to ensure successful completion, but, if that is not realistic, build those interruptions into your future plan.
- 5 – Evaluate Your Progress** – Be honest with yourself, and if it’s a work-task, ask your Supervisor and assess your progress during tasks. If you find you are procrastinating, try to assess why that is and how you can prevent further loss of time. If you are successful, share your plan with others as they too may benefit.....

For more assistance with Time Management or other work/life concerns, contact National EAP at [1-800-624-2593](tel:1-800-624-2593). Your **Confidential** Employee Assistance Program is provided at **NO COST** to you and your family through IBEW Local 25.