

How To: Become a Better Time Manager



- Do you delay starting tasks?
- When deadlines are approaching, do you find yourself wasting time doing other things?
- Do you find that you have to rush to get things done?
- Can you frequently find yourself saying, “I can do it later”?
- Do you feel as if you are constantly having to “play catch up?”

We can all answer yes to some of these questions from time to time, but for many, poor time management and procrastination can lead to increased stress and decreased performance. If these questions seem to describe you most of the time, you may want to make the following small changes that will help you to more effectively manage your time.

1. *Invest in an organizer:* Keep track of deadlines, meetings, and other important projects in a pocket-sized organizer.
2. *Keep a to-do list:* Try breaking your to-do list down into small intervals- hourly, daily and weekly.
3. *Break big tasks up into smaller parts:* Set multiple deadlines along the way to decrease the likelihood that you’ll feel overwhelmed.
4. *Reward yourself:* Find a way to celebrate your successes – it isn’t easy to stay on task!
5. *Decrease distractions:* Whether it’s closing your door, turning off your phone and e-mail alerts, putting in headphones, or creating a relaxing and organized environment, you’ll work harder (and smarter) in a space that is calming, clean, and quiet.



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