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**What’s your time management secret?**

Time management advice is everywhere, suggesting everything from apps to planners to countdown timers. While individual time-management techniques vary, you can become a more effective time manager through planning, organization, and putting the following tips to use:

 - **Be introspective.** Are you independently driven or externally motivated? Night owl or morning person? Knowing how you work well can help you work better.

 - **Prioritize.** Audit your to-do list, identifying tasks most important to your goals.

 - **Access professional guidance.** Our experts can help you evaluate your strengths, weaknesses, and work habits to collaboratively develop a time-management strategy that works for you.

**Making the Best Use of Time**



Available any time, any day, your Employee Support Program is a free, confidential benefit to help you balance your work, family, and personal life.

**YOUR** EMPLOYEE **ASSISTANCE** PROGRAM

September

***Just call or log on to get started.***

**WHATEVER YOU NEED,**

**WE ARE HERE TO HELP.**