

TOLL-FREE:

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WEBSITE:

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If time management is so easy to accomplish   
on one’s own, then why do we feel so overwhelmed? Time management is a learned skill. It requires self-discipline and a desire to become conscious of how personal daily activities are managed. It is important to learn to prioritize important events and explore the role of delegation and communicating delegation requests with others.

**Maximizing Your Day: Effective Time Management**

Your Employee Assistance Program can help you with time management any time, 24/7.

This session will provide a basic explanation   
of the time management process and the characteristics of effective time managers.

**ONLINE SEMINAR**



September

**WHATEVER YOU NEED,**

**WE ARE HERE TO HELP.**

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

**Visit your home page starting September 17th:**