



# Maximizing Your Day: Effective Time Management



Employee Resource Systems, Inc.

## September

Visit your home page starting September 17th:

Go to [www.ers-eap.com](http://www.ers-eap.com), enter your company's username and password then look for the SEMINAR link in the middle of the page.

**WEBSITE:** [www.ers-eap.com](http://www.ers-eap.com)

Username: laborers

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**WHATEVER YOU NEED,  
WE ARE HERE TO HELP.**

*Just call or log on to get started.*

### ONLINE SEMINAR

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.

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

Available anytime, any day, your Employee Assistance Program is a free, confidential program to help you balance your work, family, and personal life.