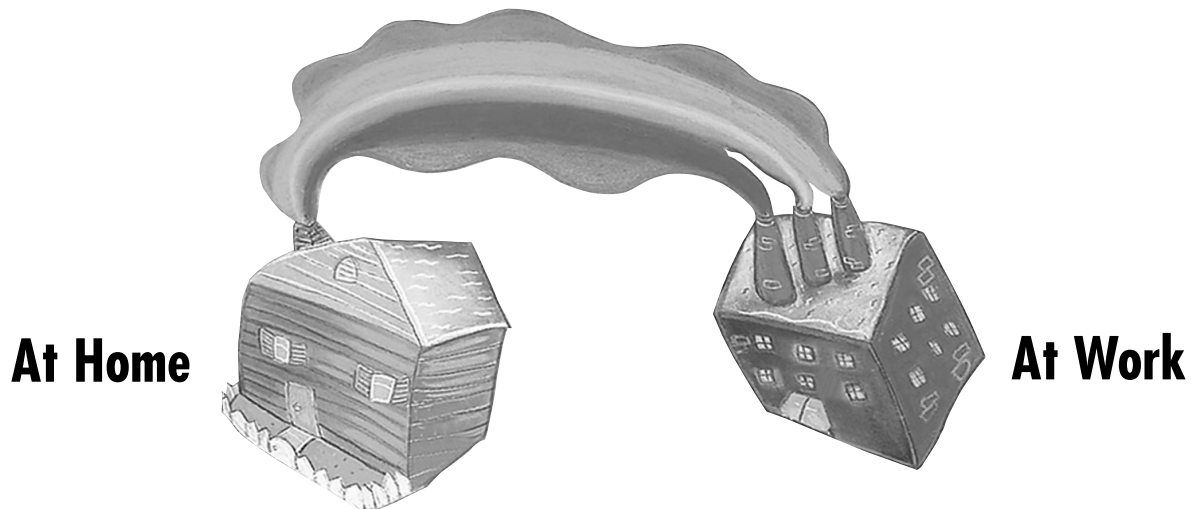




Tips for Managing Your Time

There never seem to be enough hours in the day to manage both work and family obligations. But time management at home and at work can give you a sense of accomplishment and peace of mind. Here are some simple time management tips for home and work:



- 🕒 **Plan, shop and prepare meals in advance.**
- 🕒 **Keep a family calendar to schedule holidays, sporting events, doctor appointments and other important times.**
- 🕒 **Hold family meetings to discuss goals, problems and family events and to assign household chores.**
- 🕒 **Get help when you need it for chores and dependent care.**
- 🕒 **Eliminate unnecessary chores.**
- 🕒 **Schedule time to relax.**

- 🕒 **Establish long- and short-range goals and objectives.**
- 🕒 **Do your most difficult tasks when your energy is at its peak.**
- 🕒 **Make a list of weekly objectives and prioritize it.**
- 🕒 **Make a daily "to-do" list and prioritize it.**
- 🕒 **Break large jobs into smaller parts.**
- 🕒 **Do one job at a time.**
- 🕒 **Postpone when necessary.**
- 🕒 **Ask for feedback.**
- 🕒 **Plan "quiet time" during the day when you can get your work done.**
- 🕒 **Handle each piece of paper only once.**
- 🕒 **Delegate responsibility; assign tasks to other people.**