



Maximizing Your Day: Effective Time Management



September

Visit your home page starting September 17th:

TOLL-FREE:
866-649-2392
COUNSELING:
800-445-3569
607-763-6474

WEBSITE:
www.nyuhs.org/eap

USERNAME: CVCSD

PASSWORD:
employee (all lower case)

**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.

Your Employee Support Program can help you with time management any time, 24/7. If you do not know your sign-on information, please call: (607) 763-6474