

## Upcoming Online Seminars

8/20/19 – Effective  
Budgeting

9/17/19 – Maximize  
Your Day: Effective  
Time Management

10/15/19 – Emotional  
Wellness: Building  
Better Mental Health

These webinars are uploaded to the SupportLinc web portal on the specified date and remain available on-demand. All new and archived online seminars can be found directly underneath the 'News for You' section.

## Time Management Practices to Help Productivity

The best way to reach your goals is to get the most out of your time throughout the week. With consistency, working on managing your time can help you accomplish your goals efficiently while giving you back more time in the day to spend it with loved ones and taking care of yourself. What are some good ways to manage your time? Here are a few tips for how to help increase your productivity:

**Start Your Day Early.** Before the bustle of the day begins, get ahead by working on your most immediate tasks while the day is fresh. Accomplishing a few responsibilities in the morning will increase motivation, while also adding more free time and flexibility later in the day.

**Prioritize Your To-Do List.** To help increase productivity, prioritize what tasks are necessary to accomplish that day. By determining what is

most important, you will be able to prioritize what you need to do in order to be productive.

**Take the First Step.** Sometimes, the hardest part of a project is getting started. Instead of procrastinating, take the first step and begin. The quicker you start and focus on the tasks ahead, the more you will be able to complete in a day.

**Creating a Flexible Schedule.** Unexpected life events will always happen – whether you need to suddenly take care of a sick child or pet, an unplanned meeting or needing more time on a project than originally anticipated; if culturally relevant, creating a flexible schedule gives you time for those unexpected life events, yet allowing you to be more productive in completing what needs to be done that day. Having more room in your

schedule for error or being able to rearrange tasks will help you bounce back later in the day, after those surprise life events have been resolved.

**Being Practical.** Not completing your to-do list every day can eventually get discouraging. Being realistic about how long it takes to complete each task for the day, allows you to prioritize what needs to be done. Not everything can be completed in one day and not everything can be a major priority. By being practical, you can accomplish your goals in a reasonable amount of time without added stress.

Source: [www.forbes.com](http://www.forbes.com)

**For the services available  
through SupportLinc,  
call 1-888-881-LINC (5462)  
or visit [www.supportlinc.com](http://www.supportlinc.com)**

## Realistic Goals

Do you ever feel like you're too busy but never get enough done? Listen to the two-minute audio lesson 'Setting Realistic Goals' to learn strategies in making efficient goals.

To listen to this audio lesson, select the 'Working' tab, and navigate to 'Accomplished Employee' at [www.supportlinc.com](http://www.supportlinc.com)

## Strike an Effective Work-Life Balance

Feeling burnt out at work lately? You're not alone. Three out of five employees reported experiencing mental health issues due to stress at work. It's important to take the time to relax and recharge so that you can continue to put your best foot forward when you're at the office. A few strategies that can help you improve your work-life balance include:

**Take time for yourself:** If culturally relevant, turn off your work email and notifications and make time for what's important to you, whether that's grabbing dinner with a friend, pursuing a hobby or getting some exercise for those much-needed endorphins.

**Create end-of-day habits:** Develop a ritual that you can follow upon leaving work each day to help you "flip the switch" from work life to home life. Activities can include tidying up your desk, putting together a list of to-dos for the next day or reflecting on the day – what went well, what could have gone better, what are you proud of?

**Get support:** Ask for help if your work stress is taking a toll on your wellbeing. Reach out to a trusted colleague, friend or family member to share your feelings and struggles. If you feel like you could benefit from mental health counseling, SupportLinc can help. The SupportLinc employee assistance program (EAP) is a confidential resource that helps you deal with life's challenges and the demands that come with balancing home and work.

Source: [www.wellbeing.place](http://www.wellbeing.place)