MANAGING YOUR TIME

Making the Best Use of Your Day

SUPPORT FOR EVERYDAY ISSUES. EVERY DAY.

Become a more effective time manager through planning, organization and prioritizing. Access to professional guidance can help you evaluate your strengths, weaknesses and work habits to develop a better time management strategy that works for you.

This program provides confidential counseling, resources and referrals for better time management at work and home.

WEBINAR

Maximizing Your Day: Effective Time Management
Available on September 17. Located in the Online Seminars Section Found Under 'News for You'

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

PHONE

1-888-881-LINC (5462)
Confidential Assistance
24 Hours a Day, 365 Days a Year

WEB

www.supportlinc.com

MOBILE