

JANUARY: NOT ENOUGH HOURS IN THE DAY?

Being efficient at work and home

MONTHLY WEBINAR

Maximizing Your Day: Effective Time Management

Thursday, January 17, 2013
12:00 p.m. - 1:00 p.m.

Learn time management processes and characteristics of effective time managers. Discover the importance of prioritizing important events, and explore the role of delegation.

BE SURE TO REGISTER IN ADVANCE

Register for the webinar on the NYS-Balance website. To participate, you will need an Internet-connected PC and a phone. If the webinar is not scheduled during your break or lunch time, you can view it later online.

RESOURCES: CONSULTANTS AND WEBSITE

Make a resolution to use your time more effectively. We can help with tips and techniques to prioritize and manage the tasks you need to do, leaving more time for the things you want to do. Creating a plan is the first step to finishing projects at work, completing chores at home, and finding more hours in the day.

Call or visit us online to get started on your time management skills.

Please contact your Human Resources Office, EAP Coordinator, or Work-life Services at worklife@goer.ny.gov for the username and password to access this website or for the toll-free number to call NYS-Balance.

Additional resources are available through your NYS Employee Assistance Program (EAP). For more information about EAP and other Work-Life Services benefits, please visit www.worklife.ny.gov.

Andrew M. Cuomo, Governor,
State of New York

Gary Johnson, Director,
Governor's Office of Employee Relations

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