



**Be confident and job ready with the key skills employers want.**

## How do you manage your time?

Here are some things to think about:

- ▶ **Plan:** When there's a lot to do, planning it out ahead of time can really help. Try writing a list to help keep you organized.
- ▶ **Prioritize:** Identify which tasks are the most important and making sure you get those done first.
- ▶ **Be Productive:** Focus on completing your work in the time you have available. Try to not put off harder or unpleasant tasks and do your best to avoid distractions.
- ▶ **Take a break:** Short breaks helps to deal with stress, renew energy, and refocus.



## Time Management

Making decisions about how you spend your time.

Find out how to get the skills edge by improving your Time Management skills.

Download the free Time Management workbook at [upskillsforwork.ca](https://upskillsforwork.ca)

  #UPSkillsForWork



Founding Sponsor

