

Managing



TIME

@ Work

BEING BUSY IS NORMAL

Being Busy Needs Balance 1

TIME IS FREE, BUT PRICELESS

Not About Working Harder - About Working Smarter 1

16 TIPS FOR MANAGING TIME @ WORK

TIP 1: Your Time Management Style	2
TIP 2: Commuting?	3
TIP 3: Self-Management	3
TIP 4: Right Timing	4
TIP 5: Plan By Walking Around	4
TIP 6: Remain Realistic	4
TIP 7: Work S.M.A.R.T.E.R.	5
TIP 8: Don't Procrastinate	9
TIP 9: Emails	10
TIP 10: Handling Interruptions	10
TIP 11: Just Say 'No'	12
TIP 12: 'Chunk' Brain Time	13
TIP 13: Conflict Management	14
TIP 14: Growing and Changing	15
TIP 15: Comfortable Environment	16
TIP 16: Plan For Tomorrow	16

APPENDIX A: ASSESSMENT

- *Your Style@ Work*

www.paradigm21.com

