

Top 10 Things You Should Know About... **MANAGING YOUR TIME**

- 1.** Showing up late tells the other person you don't respect them.
- 2.** Showing up late may get you fired and/or affect important relationships.
- 3.** Making excuses and blaming others doesn't make any difference to the person who has been waiting for you.
- 4.** You are responsible for being on time. No one and nothing else is responsible for your lateness.
- 5.** Start getting organized – use a daily planning calendar.
- 6.** Get a watch and set it 10 minutes ahead.
- 7.** Regularly write a list of “Things to Do.”
- 8.** Prioritize your list into A, B, and C items. A items must be done first, B's are the next priority and C's are the last priority.
- 9.** Don't procrastinate. It's usually much less stressful to get things done than to think about having to do them.
- 10.** Keep evaluating whether you are focusing on high priority items or lower priority items throughout the day.

If you need help managing your time, talk to your Case Coordinator about workshops that can support you in taking charge of your life.

