

JAN  
2013

# NOT ENOUGH HOURS IN THE DAY?

## BEING EFFICIENT AT WORK AND HOME

Q&A

EMPLOYEE ASSISTANCE PROGRAM

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 the answers to your goal-setting questions.

Go to [www.ers-eap.com](http://www.ers-eap.com), enter your company's username and password then look for the Webinar registration information at the bottom of the page.

TOLL-FREE:  
**800-292-2780**

WEBSITE:  
**[www.ers-eap.com](http://www.ers-eap.com)**

Available anytime, any day, your employee assistance program is a free, confidential service to help you balance your work, family, and personal life.



## WEBINAR

### **Maximizing Your Day: Effective Time Management**

**JAN 15 — 11am CT & 1 pm CT**

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



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Employee Resource Systems, Inc