

JobTIPS



Key Points - Time Management

1. Find the strategies that work for you. You might use:
 - A monthly calendar
 - A weekly calendar
 - A day planner / agenda
 - Electronic planners
 - To-do lists / checklists
 - Picture schedules
 - Visual organizational systems
 - Timers
2. Ask someone to help you develop these strategies.
3. You will need to use more than one strategy.
4. Use these strategies regularly in order to be successful in your job.
5. Everyone needs to use time-management and organizational strategies.