

Sarina Russo
 **Job Access**

**Effective
Time
Management**

Job
Services Australia
people • skills • jobs

AN AUSTRALIAN GOVERNMENT INITIATIVE

You can minimise stress and fatigue by setting goals and planning to tackle the most important tasks first. Don't waste time on low priority jobs, things outside your control or situations you cannot change.

USEFUL TIPS:

- ◆ ***Assess how you spend your time***
- ◆ ***Plan your day***
- ◆ ***Prioritise all the jobs that need doing***
- ◆ ***Learn to Say No***
- ◆ ***Don't be a perfectionist***
- ◆ ***Don't put off decisions***

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