

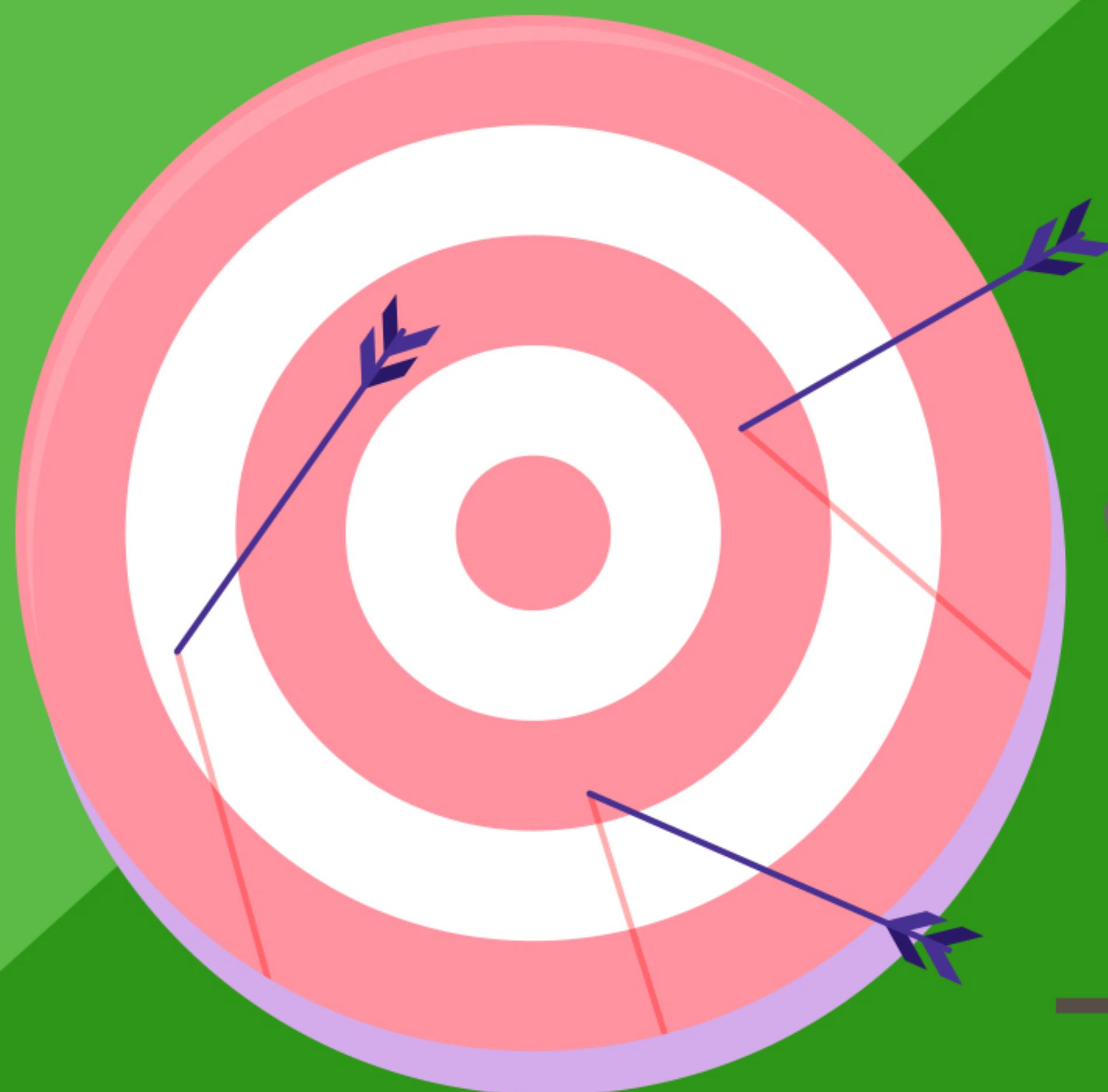
Unable to manage time or  
improper planning?



## **Problem : Not setting goals**

Reason : Lack of clear vision

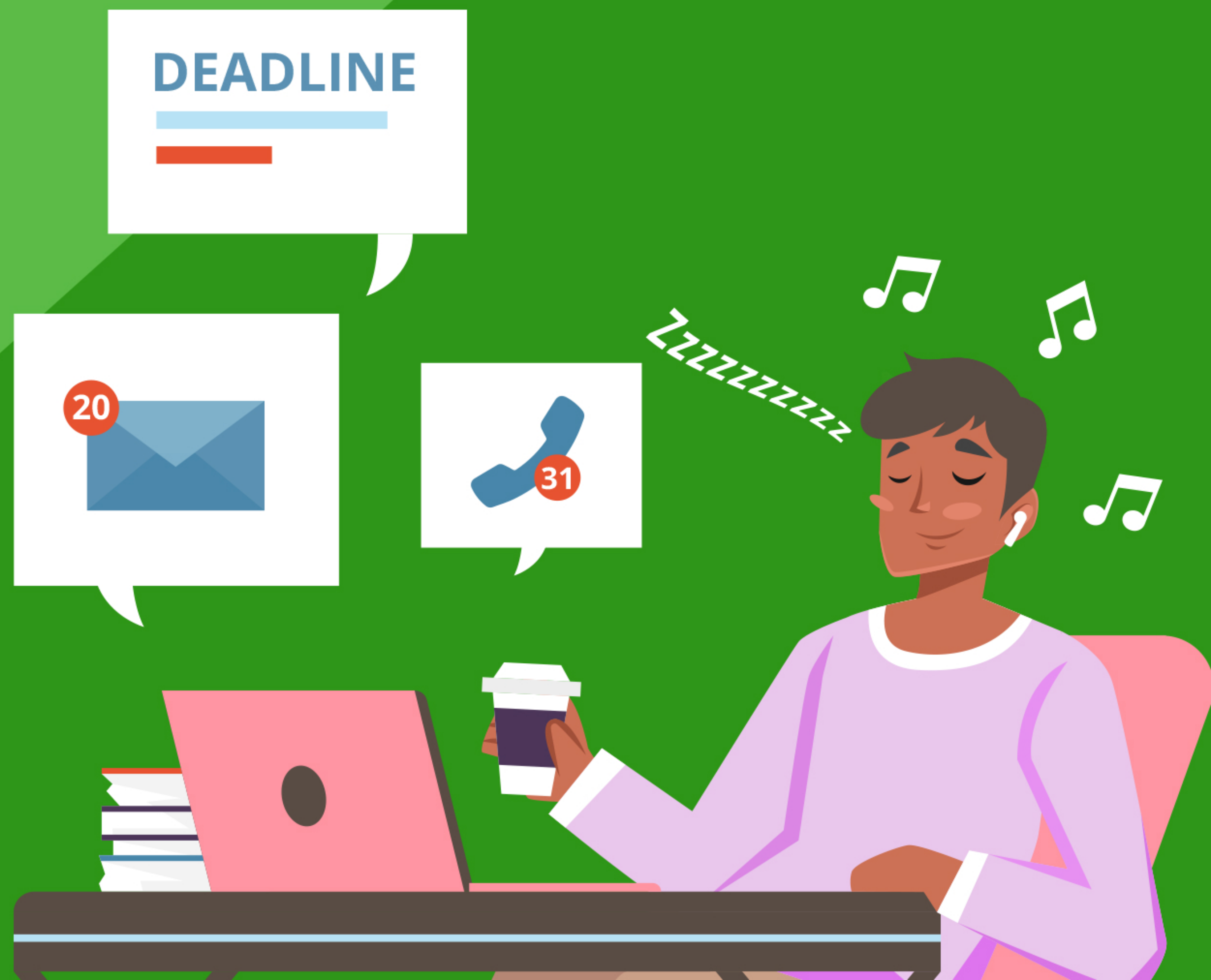
Quick fix : Set clearly defined goals to stay motivated and inspired to follow through



## Problem : Procrastination

Reason : Putting off tasks

Quick fix : Break down projects into small tasks and complete small chunks at a time



## **Problem : Feeling rushed**

Reason : Waiting until the last minute

Quick fix : Prioritize tasks based on importance and delegate whenever possible



## Problem : Missing deadlines

Reason : Underestimating the time needed

Quick fix : Set a time limit to complete a task.

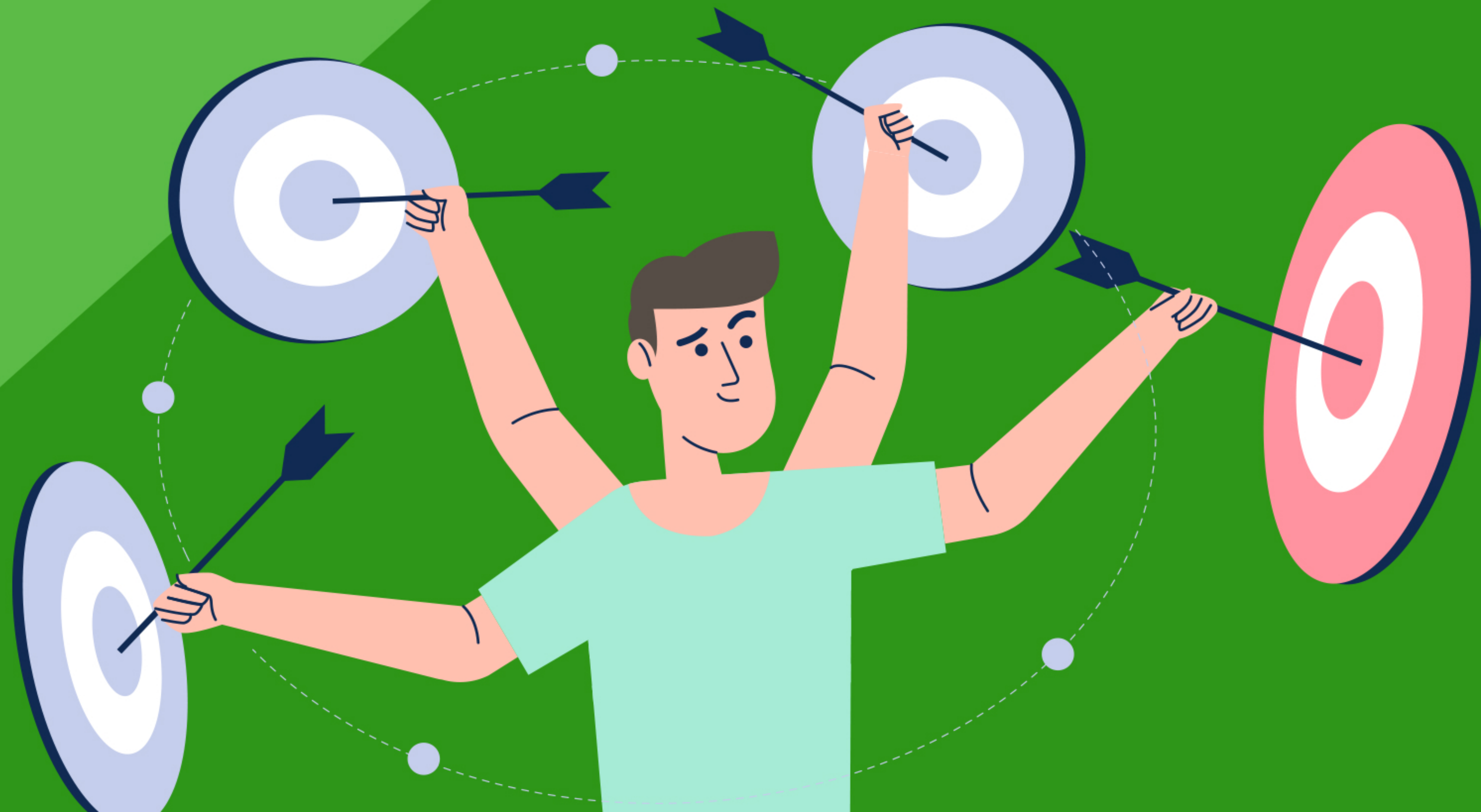
Recognize potential problems and make plans to deal with them



## **Problem : Failing to set priorities**

Reason : Not classifying tasks

Quick fix : Rank tasks based on urgency and importance and complete the higher ranked tasks first



## **Problem : Taking on too much**

Reason : Balancing multiple responsibilities

Quick fix : Concentrate on one objective at a time; delegate or say "No" when overloaded



## **Problem : Easily distracted**

Reason : Poor attention management

Quick fix : Avoid timewasters and stay focused on the task at hand





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