



WORKERS



**EMPLOYERS'
GUIDE**

VISION STATEMENT

To be a leading and recognized Public Sector Organization with highly motivated staff maintaining high professional and technical standards of service for all stakeholders.

MISSION STATEMENT

To provide efficient and effective Labour Administration practices for sustained socio-economic development.

MINISTRY OF LABOUR

Ministerial Complex
Botanical Gardens
St. George's

Tel.: 440-2532; Fax: 440-4923

Email: ministry.labour.gd@gmail.com

Website: www.gov.gd

Copies of the Labour Code are available at:
Government Printery
Botanical Gardens
St. George's

Time Management





Time Management

Time is your most important resource, so it is critical to learn how to manage it. Managing your time successfully implies accomplishing what is most important to be done within a given period.

Effective time management must include techniques for prioritizing your activities.

SPECIFIC TECHNIQUES

While it is important to develop your own styles for managing your time and work, consider how the following techniques might help you.

- Decide on a planning period that fits your personal style. (Day, week, month)
- List the activities you must accomplish during the time period.
- Prioritize your activities – how important they are – and how long they will take.
- Make a schedule showing the activities you have listed, the order you must do them, and the time required for each activity.

Time Management will make you more efficient and you will achieve your goals without wasting time. You will be more productive and you will find it easier to get along with your co-workers, supervisors and management at your work place.

