Time is a finite resource, and we have choices about how we “spend” it. Join us for this EAP lunchtime program to gain practical strategies to help you better manage your time and thereby reduce your stress. You will learn how to:

- tailor your daily schedule to your natural bio-rhythm,
- turn interruptions into productive time, and
- manage email and phone calls for maximum efficiency.

Bring your questions to address other challenges you face.

**EAP Thanks Event Sponsors:**

**To Register Contact:**
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu

CALL 442-5483 OR REGISTER ONLINE

[HTTP://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM](http://www.albany.edu/eap/monthly_eap_calendar.htm)