

Time Management



**Call First Sun at
800-968-8143
or visit
www.firstsuneap.com**

Adopt a Strategy to Boost Your Time Management Skills

Time management is a skill many of us can improve upon. Sometimes we don't set a clear goal, we underestimate the time it takes to accomplish a task or have an inability to focus. Without a strategy, time management can be a serious aggravation that leads to stress, anxiety and even depression.

A counselor can help you manage your well-being struggles. Use your employee assistance program benefit to see a counselor at no cost.

First Sun EAP services are made available to you and your family members by your employer. You can use the services whether or not you have chosen to participate in an employer health plan.

All counseling services are confidential in compliance with the law.

At Your Fingertips

The Well-being and Training Center has articles, tips and training to enhance your time management skills.

First Sun EAP Counselors are available 24/7/365 at 800-968-8143.

Employee
& Family

Member Services