

Memo

To: Employees of the Town of Groton
From: Elizabeth Currier, Personnel Manager
Date: August 13, 2008
Re: Time Management

Please use the Tips on Time Management to help you become more effective and productive with your time while you are at work.

Take the quiz, "Determining your Time Usage Style". Then you will be asked to transfer your scores to time usage styles and finally an answer sheet called "Determining Individual Timewasters: Answer Sheet" will help define your time management style.

You will also find a sample "Daily to do List" and "Suggestions for Time Management".

Enjoy!

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