



# Make every minute count

Your Employee Assistance Program (EAP) can show you how to use your time wisely

Time management is a hot topic in today's busy world. There are apps, books and other products all focused on it. But the best way to improve your time management is to know what works best for you. Your Employee Assistance Program (EAP) can help you figure out your work patterns, put together to-do lists and come up with your own strategy to better manage your time.

Log on to our website this month to read these feature articles:

- Why is time management important?
- How to be more productive at work – and in life
- Tips for managing your time
- Creating a time management grid



Visit [anthemEAP.com](https://www.anthemEAP.com) or call 1-800-999-7222 for confidential help – at no extra cost.\*

*¡Lee los artículos en español! Simplemente visita [anthemEAP.com](https://www.anthemEAP.com) y selecciona español.*

\*In accordance with federal and state law, and professional ethical standards, all information you provide is confidential.

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