



Personal Management

Every workplace has different requirements for clothing or uniforms. The following tips apply to everyone.

1. Whatever you wear to work (jeans, uniform, suit), make sure it's clean with no rips, stains, or wrinkles.
2. Be strategic in developing your image. It doesn't happen overnight. Start with planning what you will wear the night before work. Give yourself time in the morning to get organized.
3. If you are not sure about what to wear at work, look around at the people who
 - are in charge
 - are well-respected
 - look "put together" most days
4. Look and act your best always, including if you are
 - attending a meeting
 - participating in a conference
 - attending a training day
 - going to a staff picnic

This is your chance to be noticed for your excellent attitude and style. If the big boss is coming to your work location, dress up that day (even just a little). Be **seen** on days you look and feel great.

5. If you aren't sure, ask about your work dress code or policies

Tips for Managing Time Better and Being More Productive

- a. Make a list of things to do that day. Break up tasks into small chunks and tackle them.
- b. Stay focussed - don't get distracted. Tell people that you need to focus.
- c. Schedule your breaks – as a reward for completing your action items.
- d. Use your technology! Most cell phones and computers can be used to set alarms, reminders, calendars and schedules.
- e. If you feel you are falling behind, tell your boss sooner than later to avoid bigger problems.
- f. Don't worry about coworkers who waste time. Focus on yourself and the work you need to do. Sooner or later the boss will notice they aren't getting their work done.

