

**Press release  
For immediate publication**

### **TOP 16 TIME MANAGEMENT RESOLUTIONS for 2012**

**Fallbrook, CA, December 13, 2011** – Our work, where we spend so much time, is a place often overlooked in the tradition of New Year's Resolutions. It's that time to resolve to start to work smarter-not harder, to get more of the right things done in less time, and to do all this with less stress from wherever you are.

Continuing a seven year tradition, PEPworldwide-USA, a partner in the global consortium that developed the PEP® Program, ePEP® online learning, PEP® Webinar, and the White Collar Productivity Index (WPI)®, has asked its clients and associates around the world to tell us "What's on your list of New Year's Resolutions to help improve your time management skills and get more of the right work done in less time?"

PEPworldwide's 2012 TOP 16 TIME MANAGEMENT RESOLUTIONS are:

1. Do not multi task – you will waste time and get less accomplished.
2. No scroll bar in the email "In-Box" at the end of the day.
3. Don't leave people "hanging" – respond with updates even if firm dates can't be set.
4. Get your mental and physical space organized to save time and improve focus.
5. Schedule time on your electronic calendar to do your own work and projects.
6. Turn off the visual and audio email alerts on your computer.
7. Process your email on a schedule rather than "surfing" your Inbox.
8. Schedule time, before you leave, to handle backlogs when you return from vacation.
9. Do the "Worst Things First" and reduce procrastination.
10. Treat your Calendar like a map and check often what is coming up ahead.
11. Populate your calendar with every predictable event that will take your time.
12. Use "Instant Messaging" only when you need an instant reply.
13. Put the "big rocks" in your calendar first, fit in other things as you can.
14. Silence your cell mobile device when in meetings.
15. Set your PIM to open to calendar first, not email, to see what your day is like.
16. Learn a new way of using electronic tools such as OneNote and SharePoint.

According to Lynn Sherman, President of PEPworldwide-USA, "There are many things people can do to improve their effectiveness and reduce stress from wherever they work. It's mostly a matter of changing personal habits. These TOP 16 TIME MANAGEMENT RESOLUTIONS for 2012 are simple in nature, but you have to stick with them until they become routine and everyday habits. Changing behavior is what it takes, and these proven, common-sense resolutions will help people improve their personal effectiveness and productivity."

For helpful tips and proven methods to help improve any of the TIME MANAGEMENT RESOLUTIONS for 2012 contact [lynn.sherman@PEPww.com](mailto:lynn.sherman@PEPww.com) or 760.731.1400.

PEPworldwide clients include such prominent organizations as Astra Zeneca, E&Y LLP, Harris Bank, HP, Kraft Foods, Maersk, NCR, Toyota and Wrigley.

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