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Everyone can have a hard time managing their workload from time to time. Whether you're a CEO or an entry level employee, prioritizing work can be challenging.

Trying different methods to prioritize your workload can help with finding what works best for you, your personality and your work environment. These are a few proven techniques to help with getting work completed and tasks accomplished.

✓ **Focus on Deadlines**

The simplest way to sort your work is to focus on the deadlines. However, first you should be aware of your deadlines and make note of them. You can also create a simple to-do list with applicable deadlines in a notepad, calendar or other organizational app or tool. Then start with the tasks with the closest deadlines.

✓ **Prioritize Based on Urgency and Importance**

It makes sense to tackle urgent work first. After that, you can attend to what's important. Let's say you have three tasks at hand.

One task has to be completed by tomorrow, one is due by the end of the week and the other needs to be done but has no set deadline.

It goes without saying if something has to be done by tomorrow, it comes first.

Then start on the work that is due by the end of the week and work on the other task with no deadline if you need to break up your work. Otherwise, work on the last task after completing the assignments with hard deadlines.

✓ **Think about Your Goals and Productivity Expectations**

Not every task or work comes with a deadline or sense of urgency. As a result, it can seem difficult to understand where to focus your energy.

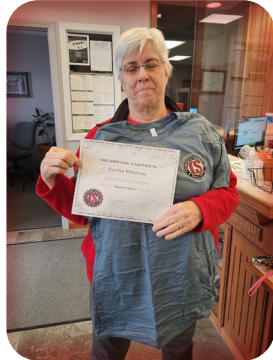
In such cases, prioritize your workload based on your goals or productivity expectations. Then take steps and utilize your time to reach goals and meet expectations.

✓ **Cut off Distractions**

Prioritizing your workload will bring zero results if you cannot complete your tasks. As a result, you should make an effort to reduce or cut out distractions to focus on the tasks at hand.

Unfortunately, it may not be easy to eliminate distractions. You have to track any interruption and take steps to resolve the issue. For example, if a coworker is constantly talking and preventing you from working, it may be necessary to bring the issue up to a supervisor if it is standing in the way of you completing tasks.





Carolyn Patterson

Congratulations to Carolyn Patterson who recently accepted a permanent position with a state agency in Jefferson City after being placed there through C&S Business Services!

Shawna Williamson

Congratulations to Shawna Williamson who also recently accepted a permanent position at an association located in Jefferson City after being placed there through C&S Business Services!

** These success stories are a few examples of how C&S Business Services can connect employees and employers who are both seeking permanent employment/employees.*



What's happening in April:

Now through April 2 -- Vote for C&S for Readers' Choice Award (see article in left corner)

April 1 -- April Fool's Day

April 9 -- Easter

April 15 -- Tax Day

April 22 -- Earth Day



Permanent Placements

The following employees were recently offered and accepted permanent employment at their assignments. C&S would like to congratulate and thank each of these individuals for their hard work and dedication!

*Jordan Aldrich
Dwight Shelton
Sierra Cook
Mia Hornbuckle
Tiffany Landers
Kerryon Swift
Caitlin Trammel
Courtney Turner
Shamya Wallace
James Hill Jr.*

C&S Advances to Final Voting Round of 2023 Readers' Choice Award



We are pleased to announce that C&S Business Services reached the finalist round of the 2023 Readers' Choice Contest! Now, we are requesting your vote AGAIN to help C&S maintain our #1 ranking!

As reported in last month's *Temp News*, the Jefferson City News Tribune presents the Readers' Choice Awards to local businesses receiving the most votes in a variety of categories.

Please take a moment to vote for C&S Business Services in the Career Services/Employment category using this link or by scanning the QR code.

<https://www.newstribune.com/readers-choice-2023/#/gallery?group=446507>



Please vote daily for C&S under the "**Business & Personal Services**" category then under the heading "**Career Services/Employment**" or by clicking on the C&S Business Services online ad. Votes will be accepted using this link **through April 2**.

We appreciate your vote to help C&S remain the #1 Career Service in the 2023 Readers' Choice Contest!

**A NEW MONTH
PUSH YOURSELF
REJUVENATE
INSPIRE OTHERS
LAUGH LOTS**