

# Resting



Pacing your work is an important time management strategy.

Although working long hours or skipping breaks can sometimes improve productivity in the short-term, your exhaustion later will ensure that your overall productivity actually drops. Except for rare emergencies, it is important to resist the temptation to over-work. Include necessary breaks, and a sensible quitting time, in your schedule.

Knowing and enforcing an optimum workload for yourself ensures consistency in your performance and avoids burnout. Employers want to be able to count on you for the long-term.