



Call today to get first pick at our 2011 spring candidates!



DIRECT HIRE | TEMPORARY | EXECUTIVE

Ph 403.508.1000
www.aboutstaffing.com

Time can be on your side

One of the key complaints employees have about their workload is that they do not have enough time to get everything done.

We need to find a way to get more done in less time.

The first step in weight management is to keep a food log or diary.

Writing down everything you eat is a great way to quickly see what is considered too much food in a given time frame, and what is healthy or not.

Time management at work can be just as easy.

Keeping a task log for a set amount of work time, such as a week or month, and listing what was done during that period of time, is a great way to get a feel for what is actually important and what is eating up your time.

Include in these activity audits, a quick note or symbol for how each task



SHARLENE MASSIE
About Staffing

If a task at a certain time of day was energizing, take note.

If something was sucking the life out of you, also take note.

We talk about time blocks often at work, because we know for a fact that concentrating on a same type of task for a set period of time, without interruptions, works wonders for time management.

It is very effective and efficient, regardless of the tasks or types of roles and responsibilities.

Those who abide by time blocks find that they prioritize their days — they do the most difficult tasks first, and then ease into the rest of the day.

The time block believers also don't ask for extensions on projects, and always set achievable goals, rarely making excuses.

Some employees spend a great deal of time interrupting other employees.

Managing those interruptions effectively will open up minutes or even hours of time.

Somewhere on your task log, add a column or symbol for distractions or interruptions.

Once you analyze your task log, you may find that you do have enough time to handle the workload.

It is much easier to say no to people who bother you unnecessarily, when you have a log in front of you.

Finally, set a time of your work day or week for "free" catch up time.

Time block a spot for clean up, catch up, employee face time, and

social interaction. We all need to create a free space for the non priority human part of work life.

I use Friday afternoons as my time block for clean up, usually from 2-4, when employees, vendors and clients can catch me.

I clean out my e-mails, messages and desk.

I get to go home for the weekend with a clear head and be prepared for the upcoming time blocked week.

No complaints here.

Sharlene Massie is the CEO of About Staffing Ltd., a dynamic personnel agency specializing in direct-hire and temporary placements. Questions for Sharlene? Visit the About Staffing website at www.aboutstaffing.com, and click on the link under the Sun logo. This article may be reproduced or transmitted if done so in its entirety, including this copyright line: Copyright 2011, by About Staffing Ltd., all rights reserved.

Workers needed for oilpatch jobs

The global recession dealt a blow to jobs in the energy sector, but things are turning around in a big way.

Many companies are hiring and finding enough people to meet their needs is a challenge. An aging population means more people are retiring. And there is a chronic shortage of some occupations.

Flint Energy Services Ltd. says the company is looking to more than double its workforce of 5,000 over the next five years.

Flint will also hold a virtual job fair in Alberta Works offices throughout the province on April 14.

Job-seekers can visit alis.alberta.ca/ocinfo for details.



EMPLOYER OF CHOICE SEEKS RIG MANAGERS

Stoneham Drilling needs professional Rig Managers to lead rigs in Western Canada and North Dakota. Come work for a different style of drilling contractor, featuring:

- Aggressive safety culture
- Excellent pay
- Industry-leading utilization

To learn more about our values, expectations, company and equipment, visit our website at www.stonehamdrilling.com

Contact Erin Marple at (780) 980 5933 for details on this opportunity.

Coming this Spring!

Become a Health Care Aide

The program duration is 22 weeks full time (part-time 52 weeks). This program includes 3 practicums - Preceptored Clinical Practice, Preceptored in Facility, and Supervised Clinical Practice.

Part-time or Full-time Available
Financial Assistance available to qualified applicants.

Calgary Northeast (403) 569-8973
Red Deer (403) 347-6676
Medicine Hat (403) 526-5833



Academy OF LEARNING
Career and Business College
www.academyoflearning.ab.ca

PROPAK

Propak Systems, located in Airdrie, Alberta is an established leader in engineering, fabrication and construction of gas compression and processing facilities for the energy industry.

PROPAK'S FABRICATION SHOPS

Currently have **DAY & EVENING** Shifts for **PRESSURE WELDERS**

We also have various other

JOURNEYMAN & APPRENTICE

- ✓ Sub-arc Welders
- ✓ Vessel Fitters
- ✓ Pipe Fitters
- ✓ Zoom Boom Operator
- ✓ Spool Fitters
- ✓ Structural Welders (C.W.B. Certification)
- ✓ Millwrights
- ✓ Heavy Duty Mechanics (Preferably with Mobile Crane Experience)
- ✓ Industrial Painters
- ✓ Industrial Electricians
- ✓ Instrumentation Tubers
- ✓ Industrial Insulators
- ✓ Steel Fabricators
- ✓ Sheet Metal Building Erectors
- ✓ General Labourers

(Inter-Provincial Red Seal Certificate is preferred)

DAY / EVENING & WEEKEND Shifts

\$\$ Excellent Premium \$\$

Paid for Evening & Weekend Day Shifts

APPLICANTS INTERESTED IN JOINING PROPAK SYSTEMS MAY SUBMIT THEIR RESUME BY MAIL, E-MAIL OR FACSIMILE TO THE FOLLOWING LOCATION

440 - East Lake Rd.
Airdrie, Alberta T4A 2J8

FAX: (403) 912-7002
E-MAIL: Trades@propaksystems.com

PROPAK THANKS ALL APPLICANTS FOR THEIR INTEREST.
ONLY INDIVIDUALS CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED. NO PHONE CALLS PLEASE.

jobb@m.com