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TIPS ON NEGOTIATING FOR FLEX-TIME IN THE WORKPLACE

-Evaluate your most productive time period at work. If you find you accomplish the most office work when you're alone—because you come in earlier or stay later than everyone else—you should consider flex-time.

-Make your case: Identify the professional skill that is most compromised when you're interrupted or distracted at the office.

-Assess how others see you: Determine what others perceive to be your foremost talent or value and point out how that can improve with flex-time.

-Evaluate your commute time.