

**is happy to host our**

**Final Tuesday Workshop on**

**“Time Management”**

**November 28, 2023 1pm-2pm**

**Come and learn many key secrets to managing your time and becoming more effective in completing your assigned tasks!**

**No Registration Required!**

**Call (434)736-2035**

**VA Relay 711**

**Virginia Career Works—Keysville Center**

**200 Daniel Lane Keysville, VA 23947**

**Equal Opportunity Employer/Program**

**Auxiliary aids and services are available upon request to**

**individuals with disabilities**