



VIRGINIA CAREER WORKS LAKE COUNTRY CENTER

111 East Danville St. South Hill, VA 23970

www.vcwsouthcentral.com

"Final Tuesday"

Job Seeker Workshops

April 25, 2023 at 1:00pm

"Time Management"

Please register at our front desk or by phone at (434)955-2252 Opt.2

10
TIME MANAGEMENT TIPS

1 Keep your time in check		2 Take breaks in between	
3 Plan in advance		4 Set correct goals	
5 Organize your tasks		6 Eliminate distractions	
7 Avoid Multitasking		8 Meditate and Exercise	
9 Prioritize Tasks		10 Delegate	

MIND HELP MIND JOURNAL

A proud partner of the americanjobcenter network

Equal Opportunity Program/Employer Auxiliary aids and services are available upon request to individuals with disabilities.

Virginia Relay 711