

ASSESSMENT # 16**Total Marks: 30**

Answer the following questions:

1. Better organize yourself and your workspace for peak efficiency.
2. Understand the importance of, and the most useful techniques for, setting and achieving goals.
3. Plan and schedule your time efficiently and learn how to set priorities.
4. Discover the ingredients for good decision-making and learn what to delegate and how to delegate well.
5. Take control of things that can derail your workplace productivity
6. Create order and get organized and manage your workload.