

Name: \_\_\_\_\_

**Employability Skills Area: Time Management / Workplace Effectiveness**

**Assignment Name: Doubling Your Effectiveness in  
the Workplace in Less Time**

Watch the video found at this link:

<http://www.youtube.com/watch?v=9EZ5XD55q6E&list=PLsN13PuQFeO3hynuM00pzwwH-gqtrZ3fK&index=39>

Write a reflection below or submit a typed reflection (150 word minimum) on the most important details from the video. See rubric for guidelines.

**Reflection:**