

2. Successfully complete tasks and assignments.

- Basics of Business Math
 - Fractions – 3 hours
 - Decimals – 3 hours
 - Calculator – 3 hours
 - Equations – 3 hours
 - Percents – 2 hours
 - Reports – 2 hours

- Self-Management Videos:
 - Becoming More Assertive – 23 min.
 - Business Protocol – 17 min.
 - Creative Time Management for the New Millennium – 19 min.
 - Dealing with Non-Stop Change – 20 min.
 - Goal Setting and Action Planning – 19 min.
 - Leap of Faith – 17 min.
 - Self-Motivation through Self-Talk – 21 min.
 - Self-Talk First Aid Kit – 20 min.
 - The Dynamics of Self-Talk (Interview) – 13 min.
 - The Influence Edge and Change – 16 min.
 - The Influence Edge Model – 16 min.
 - Dealing with a Messy Desk – 2 min.
 - Getting More Work Done – 3 min.
 - Office Politics – 3 min.
 - Performance Appraisals – 3 min.

- Time Management for Maximum Productivity
 - Taming Time – 2 hours
 - Prioritizing and Procrastinating – 1 hour
 - Establishing Goals – 1 hour
 - Managing Time together – 1 hour
 - Controlling Time Leaks – 1 hour

- Time Management Fundamentals
 - Evaluating and Improving Time Management – 2 hours
 - Organizing Tasks and Creating Uninterrupted Time – 2 hours
 - Managing Meetings - 2 hours
 - Managing Workload – 3 hours
 - Managing Time with Co-Workers – 2 hours