



AGENDA

Keys to Effective Task Management & Delegation in a Totally Accountable Culture

*The purpose for this training is to provide the systems and processes
to immediately increase the level of productivity
by creating a totally accountable workplace*

- How to Understand What True Accountability Really Means
- How to Understand What Is Causing Non-Accountability in Your Workplace
- How to Utilize Electronic Systems to Support Higher Productivity
- Resolve Any Parking Lot Issues
- Confirm Action Steps

Action Items

Date _____

Action Item	Due Date & Time	Done