

JobTIPS



Key Points - Completing Work on Time – Why it is Important?

1. It is important to complete your work on time because your employer is counting on you.
2. If you do not finish your work on time, your employer or customers may be unhappy with you. When you don't meet your deadlines, you could create more work for others and you could even lose your job.
3. Promptly meeting deadlines will allow your employer to be satisfied with you.
4. You may also feel a sense of accomplishment by meeting deadlines.
5. You will feel more relaxed when you meet your deadlines.