COURSE INFORMATION

Description
This session will help you learn how you are spending your time and provide tips and tricks to better manage tasks related to your goals.

Intended Audience
All staff and faculty

Pre-requisites
None

Offered
Every other month

Duration
1 hour 30 minutes

REGISTRATION

Click here to view upcoming sessions and register in SkillSoft. SLU faculty and staff may view the current schedule and class locations and register for Instructor Led Training (ILT) classes through SkillSoft located in the Tools section of MySLU. If you are new to SkillSoft, please visit: http://goo.gl/2XMKWQ

IF YOU LIKE THIS, YOU MAY ALSO LIKE...

Online Courses*
- Time Management: Analyzing Your Use of Time
- Time Management: Planning and Prioritizing Your Time
- Personal Productivity Improvement: Managing Tasks and Maximizing Productivity

Books*
- Creative Time Management for the New Millennium (Dr. Jan Yager, 1999)

Videos*
- Time Management is Only Effective with a Sound Strategy (6 minutes)

Other ILT
- Conducting Effective Meetings
- Goal Setting

*Available in SkillSoft

Check out what other courses people are talking about in the Skillsoft SLU Community by clicking on “Visit SLU Community” in the Skillsoft tool bar.

Instructor Led Training
Learning & Development | training@slu.edu

Human Resources

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