Juggling work and personal responsibilities can be a stress-inducing challenge. With Lynda.com and Skillsoft, you can learn how to find a balance, optimize your work ethic, while setting limits to enjoy your time off the clock.

**Skillsoft** [3]: The three-part series, "Optimizing Your Work/Life Balance [4]," provides techniques in hour long sections to analyze your current workplace and home life responsibilities, make deliberate changes to set a balance and relieve unnecessary stress.

**Lynda.com** [5]: The interactive, 30-minute course, "Balancing Work and Life," provides tips to set aside time for fun and relaxation during the week, along with a Q&A to answer common questions.

Skillsoft and Lynda.com offer a combined online library of more than 5,000 instructional videos, courses and books covering the latest software, creative and business skills. Skillsoft also holds CU's custom compliance courses for required training. As a CU employee, you have unlimited access to Lynda.com and Skillsoft.

Know a CU student who needs help finding balance? Students have access to all Skillsoft resources, regardless if they are employed by the university.

**How to access Skillsoft:**

1. Log in to the employee portal [6]
2. Access the NavBar and select CU Resources
3. Select Training
4. Click Start Skillsoft

**How to access Lynda.com:**

1. Log in to your campus portal [6]
2. Access the NavBar and select CU Resources
3. Select Training
4. Click Lynda.com

Contact [system.training@cu.edu] [7] if you have problems accessing these systems.