Published on *University of Colorado* (https://www.cu.edu)

Get it done with LinkedIn Learning [1]

August 5, 2022 by Employee and Information Services [2]

As summer begins to wind down and the final few months of the year are upon us, it can feel difficult to stay motivated. This course offered by LinkedIn Learning will help you refocus and check those important tasks off your list before the end of the year.

In Getting Things Done [3] you will be taken through a five-step process that will show you how to stay on top of your work and avoid feeling buried by it. You will learn how to carve out space in your life to do more meaningful things and come away with a clear head ready to tackle the challenging work ahead of you.

These strategies and tips will allow you to create more space for yourself in your life while also prioritizing your productivity.

Consider taking this 30-minute course today and launch yourself into the final months of the year with a solid plan.

How to Log In:

1. Log on to your campus portal (https://my.cu.edu [4]).
2. Open the **CU Resource** dropdown menu.
3. Select **Training**
4. Click the **LinkedIn Learning** tile.

Linkedin Learning [5]
Display Title:
Get it done with LinkedIn Learning
Send email when Published:
No

Source URL:https://www.cu.edu/blog/work-life/get-it-done-linkedin-learning

Links
[1] https://www.cu.edu/blog/work-life/get-it-done-linkedin-learning [2] https://www.cu.edu/blog/work-life/author/76185 [3] https://www.linkedin.com/learning/getting-things-done/overview-of-getting-things-done-2?u=42275329 [4] https://my.cu.edu/ [5] https://www.cu.edu/blog/work-life/tag/linkedin-learning