Take aim at your professional and personal goals [1]

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Thinking about a goal is easy. Making a plan to hit the mark requires focus. Whether you are looking to improve your performance at work or want to set personal long-term goals, resources are available to help.

Follow along with the online tools below to hit your target goals:

**Skillsoft Short Videos**
- Achieve Goals with If-Then Plans [3]
- Achieving SMART Goals [4]

**Skillsoft Books**
- The Little Book of Results: A Quick Guide to Achieving Big Goals [5]
- Lynda.com (soon to be LinkedIn Learning)

**Microlearning**
- Setting Goals [6]

**Skillsoft Books**
- Successful Goal Setting [7]

As you get closer to your target, use this printable poster [8] to list your goals and track your progress.

**Access more resources on Skillsoft and Lynda.com**

All CU employees have full access to two learning databases: Skillsoft and Lynda.com (soon to be LinkedIn Learning). Each resource, available in your employee portal, provides courses, short videos, books and more on multiple topics to help foster a learning environment for faculty and staff.

Find more learning opportunities and resources in your employee portal:

1. Log into your CU campus portal [9].
2. Click on the CU Resources dropdown menu.
3. Select Training.
4. Select either the Skillsoft or Lynda.com tiles. The system will open in a separate window.

This is the first addition to an ongoing series highlighting a learning topic in our monthly Work/Life newsletter.

Career Advancement & Learning [10], LinkedInLearning [11], SkillSoft [12], Lynda.com [13], Goal Setting [14], microlearning [15]