Take back your precious hours with Skillsoft, Lynda.com

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Whether you are completing work projects or taking CU classes, it may seem that there are just not enough hours in the day to complete everything in time. Within your employee portal, you have access to Skillsoft and Lynda.com, two learning resources that can help.

**Skillsoft**

Courses:

- **Time Management: Quit Making Excuses and Make Time Instead** - Take back your precious time by creating and maintaining an organized approach to time management.

- **Time Management: Ready, Set...FOCUS!** - Collect the skills you need to avoid distractions and stay focused on the task at hand.

- **Time Management: Too Much to Do and Too Little Time** - With a goal-oriented approach, organize and prioritize your day to accomplish what you want.

Resources:

- **Getting Time under Control** - More of a hands-on learner? Exercise your new-found techniques from the above courses in a 15-minute simulated exercise.

Books:

- **Taking Control with Time Management** - Looking for a slower approach to time management? This book will help you to back control of your time.

Videos:

- **Time Management: The Six Box List** - See how to limit your to-do list to only six items with this quick six-minute video.

**Lynda.com**

Courses:

- **Time Management Tips Weekly** - As you improve your skills, gain new tips every week from industry professionals.
Time Management Fundamentals - Develop organizational habits, learn how to stay on task and create a time budget to focus on what's important in this 3-hour course.

Efficient Time Management - This course helps you reclaim your hours with up-to-date management technology and software.

Access Skillsoft:

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

Access Lynda.com:

1. Log in to your campus portal.
2. Access the NavBar and select CU Resources.
3. Select Training.

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

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