

## ULearnIT Featured Resource

### Make the Time You Need: Get Organized

If you want to manage your schedule and make your time count, you have to be organized. But to stay organized, you need to check your progress. This means developing schedule management skills. The stress and potential for mistakes grows when you don't spend time organizing your time.

In this course, you'll discover how schedule management can help you regain control of your time. You'll learn how to leverage your personality to boost your productivity and explore techniques for dealing with time stealers. And you'll learn how to create practical to-do lists and keep them relevant and realistic.

28 minutes

**ULearnIT ID** (click the link below to access this resource in ULearnIT)  
[apd 08 a02 bs enus](#)



---

Log in to ULearnIT at <http://ULearnIT.skillport.com>

User Name = **Employee ID Number**

First login password = **Welcome1**

---

**Human Resources**  
*Helping U Succeed*

4/29/20