

ULearnIT Featured Resource

Maximize Your Productivity by Managing Time and Tasks

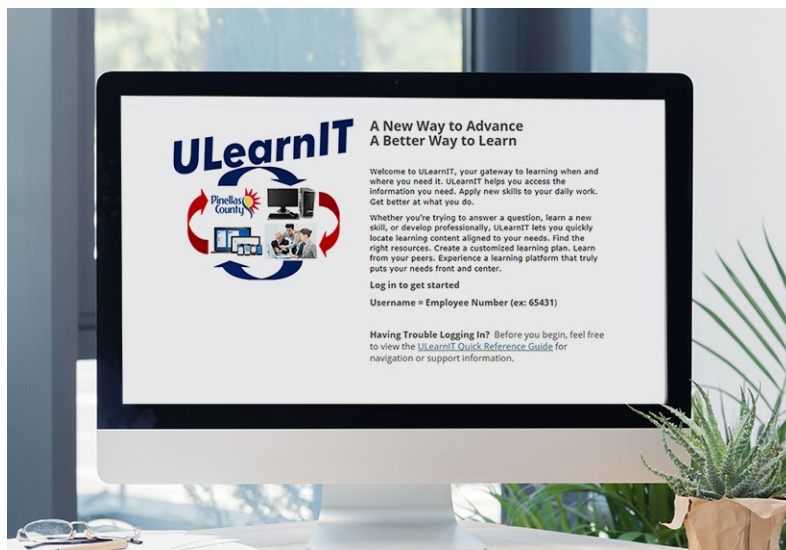
The amount of time available to you is constant – you can't buy more, and you can't save it for later. However, by managing your time, you can increase your productivity. And the better you understand your own personal productivity, the easier it will be to manage your time effectively.

In this course, you'll learn about how you can use task management to maximize your productivity. You'll discover the benefits of using time management and assessing the value of your tasks. You'll learn about benefits of setting goals and how productivity is tied to your ability to assess time and set priorities. And you'll also learn about the process of "chunking" your time and how to use different types of to-do lists effectively.

21 minutes

[Link to the Featured Resource](#)

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