

ULearnIT Featured Resource

Aligning Goals and Priorities to Manage Time

Too much to do and too little time? Everything is urgent? Modern technology means our employers can reach us 24/7, so schedule management and goal setting are more important than ever. When you're under pressure to deliver, you need to know your priorities. Meeting targets and achieving goals consistently regardless of the business situation isn't easy. And this means managing your time effectively.

In this course, you'll learn about aligning each goal with your employer's expectations, clarifying your goals, and prioritizing your most important work. You'll also learn how to ask questions to clarify goals, and how to establish and schedule priorities based on these goals.

25 minutes

ULearnIT ID (click the link below to access this resource in ULearnIT)
[apd 08 a01 bs enus](#)



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Human Resources
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