

ULearnIT Featured Resource

The Art of Staying Focused

Even if you know what's important to do, losing focus can stop your progress. No matter who you are or what job you do, focusing at work can be hard. Even with great schedule management and organizing skills, it's easy to get off track if you're not careful.

In this course, you'll learn how to stay focused and stay on top of your schedule. You'll learn strategies for dealing with focus challenges and distractions at work. You'll also find out how to beat fatigue, manage your time, and decline work-related requests. And you'll explore how to adjust your focus to deal with change, and how to regain focus when you've lost it.

30 minutes

ULearnIT ID (click the link below to access this resource in ULearnIT)
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Human Resources
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