Time Management – Why wait?

"I am definitely going to take a course on time management...just as soon as I can work it into my schedule."
- Louis E. Boone

And so, it continues...missed deadlines, a constant sense of frustration, lower energy levels, and a feeling of overwhelming struggle.

Take a few minutes today to improve your life for tomorrow! The LOD time management courses will give you the basic skills needed to help organize your life, work priorities, and bring some much-needed balance back into your life.

Explore these learning resources to gain the insights you need to build strong time management skills.

- **Make the Time You Need: Get Organized**  Course  28 Minutes
- **Avoid Procrastination by Getting Organized Instead**  Course  22 Minutes
- **What Kind of Time Manager Are You?**  Job Aid  2 Minutes
- **Coping with Conflicting Priorities**  Challenge  15 Minutes

To get started:
- Go to MyOhio.gov
- Sign on with your OH|ID Workforce User ID and Password
- Click on My Workspace, then select Applications and click Learning on Demand.

Please review and adhere to your agency’s training and development policies, procedures and guidelines regarding the use of Learning on Demand resources and tools.

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