

# 1 HOUR of planning

will save **10 HOURS** of doing!

## TIME MANAGEMENT

### Why Wait?

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

### Log on Today:

- Go to [MyOhio.gov](http://MyOhio.gov)
- Sign on with your OH|ID Workforce User ID and Password. User ID and Passwords are case sensitive.
- Click on **My Workspace**, then select **Applications** and click **Learning on Demand**.