


FREE TRAINING VIDEOS FOR UCSB STAFF

TIME MANAGEMENT



What do you want to learn today? Lynda.com offers over 5,000 training videos, with apps for your computer, mobile device, and TV.

SUGGESTED FOR SEPTEMBER 2017

Getting Things Done

Duration 1 hr. 32 min.

World-renowned productivity expert David Allen provides guidance on his five-step process for staying on top of work, and avoiding being buried by it. Learn to capture, clarify, organize, and engage, while keeping a clear head and clear focus.

<https://www.lynda.com/Business-Skills-tutorials/Getting-Things-Done/170776-2.html?org=ucsb.edu>

Time Management Tips

Duration 3 hr. 29 min.

Every Monday, this series offers a short, actionable tip to help people better manage their time and ultimately become more productive. Tune in to learn about managing email, collaborating with co-workers, reducing interruptions, creating a more comfortable and effective work environment, and more.

<https://www.lynda.com/Productivity-tutorials/Time-Management-Tips/440668-2.html?org=ucsb.edu>

Learning to Say No

Duration 22 min. 26 sec.

Explore techniques for classifying your work into categories of importance, and decide when to say “yes” and “no” more effectively. You’ll also learn how to say “no” in a way that is brief, honest, positive, and respectful. This course qualifies for Lynda’s professional development units.

<https://www.lynda.com/Business-Skills-tutorials/Learning-Say/373786-2.html?org=ucsb.edu>

5 Ways to Control Your Time

Duration 1 hr. 35 min.

Everybody wants more time. While you can’t create more hours in the day, you can find ways to reduce distractions, stay focused on what matters, negotiate priorities, improve systems and processes, and overcome perfectionism.

<https://www.lynda.com/Business-Skills-tutorials/5-Ways-Control-Your-Time/427443-2.html?org=ucsb.edu>

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