

Time Management

Title	Asset Type	Time to complete
<i>Time Management: Too Much to Do and Too Little Time</i>	SkillSoft Course	30 min
<i>Time Management: Quit Making Excuses and Make Time Instead</i>	SkillSoft Course	30 min
<i>Time Management: Ready, Set...FOCUS!</i>	SkillSoft Course	30 min
<i>The Dangers of Multitasking</i>	SkillSoft Business Impact Series	12 min

Effective Time Management

Title	Asset Type	Time to complete
<i>Setting and Managing Priorities</i>	SkillSoft Challenge Series	15 min
<i>Prioritizing Personal and Professional Responsibilities</i>	SkillSoft Business Impact Series	6 min
<i>Coping with Information Overload</i>	SkillSoft Business Impact Series	6 min
<i>Planning for Interruptions Helps with Procrastination</i>	SkillSoft Business Impact Series	6 min
<i>Getting Time Under Control</i>	SkillSoft Challenge Series	6 min