MONTHLY FOCUS:  TIME MANAGEMENT AND WORKSPACE ORGANIZATION

With all the pressures of modern life, so few people have too much time on their hands! In order to preserve your time, you have to know how to manage it. Additionally, having an unorganized workspace will only add to the stress of daily tasks. By organizing your workspace and your tasks, you’ll find yourself less overwhelmed, and know exactly where to pick up where you left off!

Click on the titles below to learn how to better manage your time and organize your workspace:

- **Course**: *Time Management: Analyzing Your Use of Time* (1 hr.)
- **Course**: *Personal Productivity Improvement: Managing your Workspace* (1 hr.)
- **Course**: *Personal Productivity: Self-organization and Overcoming Procrastination* (1 hr.)
- **Book**: *Creative Time Management for the New Millennium*, Yager
- **Book**: *Time Management Training*, Downs
- **Video**: *Time Management is Only Effective With a Sound Strategy* (6 min.)
TECHNOLOGY: MICROSOFT EXCEL

Microsoft Excel is a spreadsheet program that allows users to create and format workbooks in order to analyze data. Additionally, Excel users can create anything from schedules and to-do lists to graphs and charts, and so much more. Whether you’re an Excel beginner looking to get become more familiar, or an advanced user looking to become a power user, the resources below will help you increase your skill, as well as learn helpful tips and tricks to improve your Excel use.

To become more familiar with MS Excel, check out these Skillsoft resources:

- **Course:** Microsoft Excel for Mac 2011: Inserting Basic Charts (1 hr.)
- **Course:** Microsoft Excel for Mac 2011: Using Basic Functions (1 hr.)
- **Course:** Getting Started with Excel 2007 (2 hr.)
- **Book:** Excel 2013 Bible, Walkenbach
- **Video:** Microsoft Office Online and Office 365: Introducing Excel Online (5 min.)
- **Video:** Microsoft Office Online and Office 365: Excel Online in Office 365 (5 min.)

PERSONAL WELL-BEING: SLEEP

Life is busy, and at the end of the day everyone is ready for a good night’s sleep. However, just because our bodies are ready for bed doesn’t always mean our minds are ready to take a break. Simple plans such as establishing a bed-time routine, and aiming to go to bed at the same time every day can go a long way, and can leave you feeling refreshed, happy, and ready to start the day the next morning.

To learn more about ways to sleep better, consult these resources:

- **Book:** Goodnight Mind: Turn Off Your Noisy Thoughts & Get a Good Night’s Sleep, Carney and Manber
- **Book:** Combating Sleep Disorders, Sexton-Radek, Graci, and Zee
- **Video:** Stress and Sleep (4 min.)