

As a UCSB staff member, you have **free** access to over 5,000 training videos! Go to <http://www.hr.ucsb.edu/training/lynda> and log in with your UCSBnetID and password to learn more about these titles and other topics.



GETTING THINGS DONE

Learn a five-step process for how to stay on top of your work and avoid feeling buried by it, while carving out space in your life to do more meaningful things. Duration 1hr 32min

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

Whether you have a private office or shared office space, there are many ways to organize your work area for maximum efficiency. Course covers various organizational styles and options, so select best for you. Duration 1hr 2min

<https://www.lynda.com/Business-Skills-tutorials/Organizing-Your-Office-Maximum-Efficiency/365214-2.html?org=ucsb.edu>

ORGANIZING YOUR OFFICE FOR MAXIMUM EFFICIENCY

TIME MANAGEMENT FUNDAMENTALS

Effective time management is an indispensable skill. Learn how to get more done in the shortest time possible and avoid the obstacles and distractions that can get in the way of good time management. Duration 2hr 51min

<https://www.lynda.com/Business-Skills-tutorials/Time-Management-Fundamentals/397387-2.html?org=ucsb.edu>

Turn meetings into productive avenues for communicating, connecting, and accomplishing real work. Use this simple framework to schedule, conduct, and follow up on meetings with minimum time and maximum results. Duration 1hr 2min

<https://www.lynda.com/Business-Collaboration-tutorials/Leading-Productive-Meetings/81262-2.html?org=ucsb.edu>

LEADING PRODUCTIVE MEETINGS

MONDAY PRODUCTIVITY POINTERS

Do you have 5-10 minutes a week to learn how to be more productive with technology? Check in every Monday, when new tools and tips are introduced to make today's software and devices work more efficiently and powerfully for you. Updated weekly; each tip approx. 5-10 min

<https://www.lynda.com/iOS-tutorials/Monday-Productivity-Pointers/114903-2.html?org=ucsb.edu>

PRODUCTIVITY