

Second Edition: Build Work Management Skills via LOC Learn

Build Core Competencies via LOC Learn is a series of development tools that map virtual learning resources to the Library's core competencies. This week's competency is "Work Management." We encourage you to take this opportunity to refresh your skills and abilities and share them with a friend or coworker. Select a learning resource below:

Online Learning Resource	Resource Type, Duration	Speaker	What you will learn:
Sustaining Productivity	Video, 3 minutes	Dorie Clark	Sustainable productivity involves more than just getting a bunch of work done.
Procrastination: Admitting it is the First Step	Course, 20 minutes	N/A	In this course, you will discover what may be behind your tendency to procrastinate by learning the indicators. Then you will explore many helpful techniques and strategies for dealing with procrastination and improving efficiency. There are four areas covered in this course: improving focus, increasing self-motivation, taking action, and improving your ability to organize.
Maximize Your Productivity by Managing Time and Tasks	Course, 21 minutes	N/A	In this course, you will learn about how you can use task management to maximize your productivity. You will discover the benefits of using time management and assessing the value of your tasks. You will learn about the benefits of setting goals and how productivity is tied to your ability to assess time and set priorities.
One More Hour of Uninterrupted Time to Think	Video, 4 minutes	Sharon Melnick	To get more time to think, you need to eliminate whatever distractions you can and learn to manage the rest. Taking advantage of the acronym ACT lets you do both.
Time Management in a Week: How to Manage your Time in Seven Simple Steps	Book, 128 pages	Robert Ashton	A simple and straightforward guide to getting things done, this book introduces you to the main themes and ideas of time management, giving you a basic knowledge and understanding of the key concepts, together with practical and thought-provoking exercises.