

1 HOUR of planning

will save **10 HOURS** of doing!

Time Management – Why wait?

"I am definitely going to take a course on time management...just as soon as I can work it into my schedule."

- Louis E. Boone




And so it continues...missed deadlines, a constant sense of frustration, lower energy levels, and a feeling of overwhelming struggle.

Take a few minutes today to improve your life for tomorrow! Our online time management courses will give you the basic skills needed to help organize your life, work priorities, and bring some much needed balance back into your life.

**FOR A FULL LISTING OF AVAILABLE RESOURCES,
BROWSE THE FULL CATALOG AT:**
<http://universityofnotredame.skillport.com>

For more information or to suggest topics for next month, contact Jeanne Monsma at jmonsma@nd.edu.

FEATURED ASSETS

-  **Targeted Course:**
[Too Much to Do and Too Little Time](#) (32 min)
-  **Video:**
[The Root Cause of Procrastination](#) (3 min)
-  **Book:**
[Make Every Second Count: Tips & Techniques for More Success with Less Stress](#)



HUMAN RESOURCES

