Getting Things Done
Be more productive at work with Office 365 and the popular Getting Things Done® framework. Learn time and task management techniques to get more done. With these tips, and the flexibility and freedom of Office 365, you can get more done at work—anywhere, anytime.

Managing Email
Only interested in learning how to manage your Inbox?

Don’t have a LinkedIn account…

CLICK HERE for instructions on how to activate your University account today

Remote Leadership Institute
YouTube Playlist
A few of our favorites!

- Wearing Grownup Clothes, Even at Home
- Declare W.A.R. on Your Email
- Using IM vs. Email
- How to Avoid Multitasking
- Wile E. Coyote Moments
- Mixing Fun with Efficiency

CLICK HERE

Check out
“Welcome to Microsoft”
Explore Workday Learning!

What is Workday Learning?

Have you ever noticed the hand with the leaves icon in Workday? This “Learning” application is full of a variety of learning content that you can take advantage of now and in the future.

You may **Browse Learning** with key words or phrases or search by **Topics** such as
- Individual & Team Development,
- Leadership Development, and
- Workday.

To begin exploring your Workday Learning application:

- Log into Workday
- Click on the “Learning” Application
- Click “Browse” Learning or “Topics” on the right side of the screen

---

Workday Learning Courses now available!

**LEADING YOUR TEAM VIRTUALLY**
Talent Management

**ACCLIMATING TO REMOTE WORK**
Talent Management

Step 1 – Log into Workday
Step 2 – Click on the “Learning” Application
Step 3 – Click “Browse Learning”
Step 4 – Search - “Leading Your Team Virtually” or “Acclimating to Remote Work”

As a University employee, your education and growth are a top priority.

All requests to participate in training during work hours should be discussed with your manager/supervisor.

[www.fm.virginia.edu/employees/occupationaltraining](http://www.fm.virginia.edu/employees/occupationaltraining) • [fm-training@virginia.edu](mailto:fm-training@virginia.edu)

OCCUPATIONAL TRAINING • FM-TRAINING@VIRGINIA.EDU