Work/Life Balance Certificate

Required Courses Total Hours: 4.5

Time Management  Duration

Time Management: Too Much to Do and Too Little Time 30 minutes

Time Management: Quit Making Excuses and Make Time Instead 30 minutes

Time Management: Ready, Set…FOCUS! 30 minutes

Worklife Balance

Optimizing Your Work/Life Balance: Analyzing Your Life Balance 1 hour

Optimizing Your Work/Life Balance: Maintaining Your Life Balance 1 hour

Optimizing Your Work/Life Balance: Taking Control of Your Stress 1 hour

Business Impact Series

Prioritizing Personal and Professional Responsibilities 6 minutes