Work/Life Balance Certificate

Required Courses Total Hours: 2.75

Time Management (Pick Two) Duration

Aligning Goals and Priorities to Manage Time 25 minutes

Make the Time You Need: Get Organized 28 minutes

The Art of Staying Focused 30 minutes

Stress Management and Work/Life Balance

Taking Stock of Your Work/Life Balance 22 minutes

Staying Balanced in a Shifting World 15 minutes

Take a Deep Breath and Manage Your Stress 22 minutes

Managing Workplace Stress (Resources) 6 minutes

Employee Exhaustion: Managing a Well-balanced Workload (Resources) 6 minutes

Coping with Information Overload (Resources) 6 minutes

Goal Setting

Prioritizing Personal and Professional Responsibilities (Resources) 6 minutes

Planning for Interruptions Helps with Procrastination (Resources) 6 minutes

Setting Goals (Resources) 15 minutes