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**National Time Management Month**

***Time Management is Life Management***

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**“Lost Time is Never Found Again” – Ben Franklin**

February is National Time Management Month. Whether you want to get more done this year or not, everyone can benefit from enhancing their time management skills.

Here are some concrete steps you can take to ensure that you manage your time effectively and accomplish your goals.

* Categorize and prioritize tasks
* Create a schedule and stick to it
* Set aside time to take breaks
* Avoid distractions
* Ask for help when needed

To learn more, consider launching one of the recommended featured assets on the right.

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**<site\_URL>**

For more information, contact **<admin\_name>** or email **<admin\_email>**.

# Make The Time You Need: Get Organized

# The Time Trap: That Classic Book on Time Management

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# The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer



**IMPORTANT:** **PLEASE REMOVE THIS PAGE AFTER CUSTOMIZING THE FOLLOWING PAGES**

**Step 1: Make sure you have the tools you need.**

* Locate your logo and have it ready in a file or on your desktop.
* Download fonts you’ll need: Montserrat and Spectral.   
  (Download at no cost here: <https://fonts.google.com> )

**Step 2: Insert your logo.**

* Highlight the text that says “Insert customer logo here.”
* Select “Insert picture” in Word.
* Select “Picture from File” and choose your logo from the menu.
* Logo will replace text.
* Size the logo so it is no wider than 1.25 in (32 mm) and no higher than 1.5 in (38 mm).
* Repeat for all pages.

**Step 3: Customize company information.**

* Highlight “Customer Company Name” and type your company name.
* Highlight “Customer Address” and type your address.
* Highlight “Customer Phone Number” and type your phone number
* Highlight “Customer Email” and type email address.
* Highlight “Customer URL” and type your URL.

**Step 4: Include information about your contacts and highlighted learning assets**.

* + Highlight “<sitename>” in call-to-action and customize it.
  + Highlight <Jane Doe> and type contact name.
  + Highlight [Jane.Doe@Skillsoft.com](mailto:Jane.Doe@Skillsoft.com) and type correct email.
  + In sidebar, highlight all placeholder links and type links for your team.

**Step 5: Review and save as PDF.**

* + Double-check all of your customizable information.
  + Delete this cover sheet. (Review following steps before you do.)
  + Select “File” from your Word Menu.
  + Select “Save As.”
  + Name the document and choose a location for it.
  + Select “PDF” from File Format menu.
  + Click “Save.”

In order to save you time, Skillsoft has curated a number of titles for this topic. Below you will find a table that includes (where available) a recommended asset for each of the different modalities we offer. Additional Watch assets are selected for customers who do not license the full collection.

**Make sure you replace the highlighted portion of the URL with your specific Percipio address.**

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| --- | --- | --- |
| **Asset Title** | **Modality** | **URL** |
| Make The Time You Need: Get Organized | WATCH | https://replace.percipio.com/courses/562bf893-fea5-11e6-8638-0242c0a80b06 |
| The Time Trap: That Classic Book on Time Management | READ | https://replace.percipio.com/books/49934be5-fb26-4e94-a263-facf586392fb |
| The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer | LISTEN | https://replace.percipio.com/audiobooks/1b184efa-05da-441c-b42f-1e6324687dc1 |
| Managing Your Time So It Doesn’t Manage You | WATCH | https://replace.percipio.com/courses/abf35d92-b394-4623-89c8-9382e9b0b3de |
| Sharpening Your Focus to Stay on Track | WATCH | https://replace.percipio.com/courses/fbb08eac-848f-4863-896e-ad8a9bfbe12d |

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* We recommend testing all links before distribution.
* If you leverage non-standard Percipio links, you will need to generate them yourself.
* Brand! These templates are all customizable and we encourage you to add your own logo, company colors, internal verbiage, etc. to add your own “flair” to your marketing efforts.