



August 2020 Top 10

How to Feel Less Busy 26(m)

Learn how to feel less busy, get more done, and give more value and meaning to your own time, in this course adapted from the podcast *How to Be Awesome at Your Job*. Host Pete Mockaitis interviews Laura Vanderkam, the time management and productivity guru. Laura explains how you perceive time—whether your days are long or short—impacts how you spend it. The people with high time-perception scores are the ones who feel like they have enough time for the things that they want to do. She explains how to use this understanding to assess where your time is going, to focus on more meaningful activities, and to shift your mindset from present self to acknowledging the past, present, and future self. These tips open up your day and allow you to stretch your experience of time.

How to Boost Your Creativity from Home in 10 Days 32(m)

Creative thinking is something we're all capable of. And it's a skill we can all improve with a bit of effort. Instructor Dave Birss has spent much of his career studying and applying creativity. He's helped to lead the creative departments of some of the UK's biggest ad agencies. And he's conducted experiments to see what helps people come up with better ideas. In this course, he shares his knowledge with you. Discover how to develop your creative abilities, so you're better equipped to generate valuable ideas for your company or yourself. Each lesson includes a practical exercise that's





August 2020 Top 10

designed to improve different facets of your creative abilities. Along the way, Dave shares tools and techniques to help you come up with, improve upon, and prototype novel ideas. Plus, get tips for persuading decision-makers to support your ideas. Tune in to one lesson a day for 10 days to supercharge your creative abilities.

Financial Wellness: Managing Personal Cashflow 56(m)

Even if you're normally levelheaded, "your brain on money" is different, and it can keep you financially stuck. In this course, financial therapist Amanda Clayman reveals ways you can adjust your financial habits and manage your cash flow in a positive way. Amanda helps you evaluate your current stress level and understand how your financial attitudes developed in the first place. She further helps you break down the stressful stimulus response behavior, separate your emotions from the noise, and gain a clear understanding of your situation and your options—and the consequences of past decisions. Last, she presents her framework for change, in a four-step model for managing your personal cash flow.

Setting Limits with Your Smartphone 25(m)

Almost everyone is struggling with a loss of attention and focus due to excessive smartphone use. In America, the average person looks at their phone between 50-100 times per day and touches it over 2,000 times. This not only hurts workplace productivity but damages relationships and our mental health. This course provides quick and practical tips on how to set reasonable boundaries so that you can use your smartphone wisely, rather than feeling used by it. Productivity expert Dave Crenshaw helps you set time limits, curate your apps, resist the urge to pick up your phone, and more.



August 2020 Top 10

Inclusive Mindset for Committed Allies 23(m)

What does it mean to become a true ally? This question is more relevant now than ever. True allies start with an inclusive mindset based on three basic principles: be brave, be humble, and be dedicated. Discover how to put these principles into practice, become a better ally, and be the change you want to see in the world. In this course, Dereca Blackmon—CEO of Inclusion Design Group—helps you understand the diversity and inclusion concepts underlying an inclusive mindset and conduct a self-inventory to identify the motivations driving your allyship actions. Next, she explains how to practice humble allyship that puts marginalized voices first. Lastly, learn how to continue your journey by dedicating yourself to education and practicing allyship in real-world situations.

How to be an Adaptable Employee During Change and Uncertainty 35(m)

The world is changing fast. That's why, as an employee, the most valuable skill you can cultivate is adaptability, so you're ready for anything. In this course, Dorie Clark shares concrete tips and strategies to become more adaptable—and embrace adaptability as an ongoing part of your life. Learn how to cultivate an adaptable mindset and build the right skills, including communication and open-mindedness. Then find out how to put your new adaptability skills into action by talking directly to your boss, taking on new tasks, and developing a positive attitude. The skills you learn in this course can help you thrive in times of crisis, and succeed no matter what the future holds.



August 2020 Top 10

How Leaders Can Motivate Others by Creating Meaning 35(m)

Up to 70 percent of today's workforce is disengaged. Perks, promotions, or pay can temporarily re-engage employees, but it's meaning that does it on a consistent basis. Meaning is proven to unlock the deepest level of engagement, as well as the peak performance that goes with it. This course teaches leaders how to motivate their teams by creating meaning. Best-selling author and speaker Scott Mautz describes the six markers of meaning—the conditions leaders can foster to create meaning in and at work—and practical ways to implement them. Learn how to define a shared purpose, provide opportunities for growth, create a learning environment, grant autonomy, and more. These actionable techniques are key to making work matter and enhancing the personal growth and fulfillment of all your staff.



Managing High Performers 16(m)

Managing high performers gives you an opportunity to pave the way for some of your organization's strongest talent. By strategically helping these professionals grow and expand their responsibilities, you can have a significant impact on the future of your organization. In this course, leadership

expert Sara Canaday equips you with innovative strategies for successfully managing—and retaining—your most exceptional employees. Sara familiarizes you with the mindset and motivations of high performers, so that you can use this knowledge to meet their expectations and provide them with the appropriate level of support and development.



August 2020 Top 10

Developing Assertive Leadership 1(h) 6(m)

Being an assertive leader unlocks the ability to express yourself freely while improving the function of your team. In this course, leadership expert Audrey Daniels explores how to embody the behaviors of an assertive leader and put your newfound assertiveness into action. Listeners can learn how to balance leadership and emotional intelligence, communicate with tact, and keep all messages clear and concise. Additionally, Audrey explores how to maintain influence and integrity without relinquishing authority.

The Leaders Guide to Mindfulness 13(m)

Most people know just a little about mindfulness, yet business leaders recognize its career impact and workplace benefits. Mindfulness can help you be more conscious of your prejudices, goals, and values. It can also strengthen your leadership skills. In her book *The Leader's Guide to Mindfulness*, psychologist Audrey Tang describes how mindfulness leads to better decision-making: it helps you set priorities and distinguish between important information and mere noise. In this audio-only summary of her book, produced by getAbstract, Tang discusses using mindful practices to support collaboration, resilience, creativity, emotional agility, and confidence. Her comprehensive introduction to mindfulness shows readers how to use it, step by step. This audiobook summary was created by getAbstract, the world's largest provider of business book summaries. We are pleased to offer this training in our library.