



Top 10 January 2022 Highlights

January 2022 | Metropolitan Library System | L & D

Make the leap this year to a healthier, happier you!



*Learning and Development's **Top 10** course highlights for the month of **January**. Earn a **Top 10 Badge** on your EduBrite profile by completing one of the below courses! Note: Time provided to complete a course is approximate.*

Niche: Healthy Eating Choices

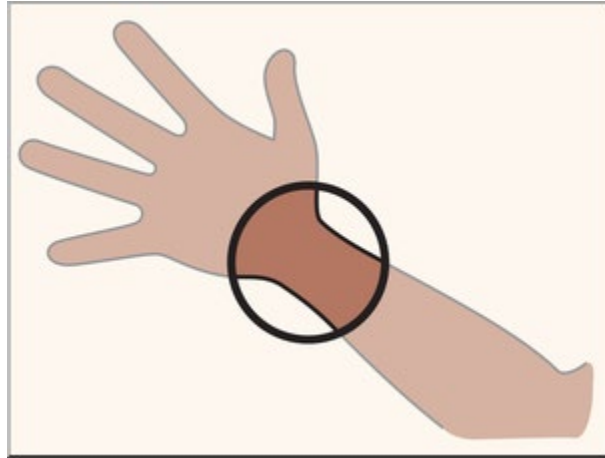


15(m)

What you will learn:

Eating healthy foods will help you feel better, think better and live longer. This video will guide and inform you about why certain foods are better for you, how to organize your foods and plan your meals, and which certain foods provide certain functions.

Better Wrist and Elbow Health



34(m)

What you'll learn:

Join Dr. Baxter Bell as he introduces you to this series on wrist and elbow health. Conditions like tennis elbow and carpal tunnel can be a result of repetitive and long-term mouse and keyboard use. These exercises help prevent the common pains that plague people who work at desks and computers. Baxter shares a simple antidote for tired, tight wrists and hands, as he guides you through a series of exercises to open up the upper back, shoulders, and arms. Follow along and unlock the potential to feel more open and pliable. Happier wrists and hands are the immediate result.

Setting Your Financial Goals



1(h) 7(m)

What you'll learn:

Looking for a guide to the basics of money management and savings? Look no further! Author and CPA Ken Boyd helps you understand the basic principles of money management—financial planning, budgeting, managing debt, and investing—so that you can create a financial action plan that best suits your life stage and tolerance for risk.

Overcome Overthinking

36(m)

What you'll learn:

While the act of overthinking usually feels like work, it's more often the opposite. The more we delay action to get tangled in our own thoughts, the farther we get from our goals. In this course, explore tools, strategies, and activities that can help you stop the cycle of overthinking to start feeling happier and more productive. Melody Wilding, the author of *Trust Yourself: Stop Overthinking and Channel Your Emotions for Success at Work*, goes over the most common types of overthinking and details how to tell the difference between deep thought and overthinking. She shares techniques for creating psychological distance from your thoughts and reframing how you look at situations. Plus, get tips for avoiding common pitfalls, including how to avoid overthinking when you're under pressure.

Financial Wellness: Managing Personal Cash Flow



56(m)

What you'll learn:

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.

Creating a Positive and Healthy Work Environment



57(m)

What you'll learn:

Toxic workplaces cost organizations money in the form of lost productivity, poor employee health, and, in extreme cases, lawsuits. In this course, HR consultant Catherine Mattice Zundel explains how companies that invest in a positive workplace can see an amazing return on their investment. If you have a negative workplace, you can turn it around by creating a vision for change—and a positive culture committee to help you deliver a new culture to your workforce. Catherine provides insight into conducting surveys and updating your performance management system, and offers tools such as a sample strategic plan and an exercise for creating core values.

Successful Goal Setting



24(m)

What you'll learn:

Even your loftiest goals are possible if you approach them strategically. In this course, join Aimee Bateman as she shares her top tips on setting—and achieving—goals, explaining how to take small steps that can help you make your bigger plans a reality. Discover how to scope out and define your career goals, removing anything that isn't quite right for you. Learn how to refine your objectives by identifying barriers and determining the steps you need to take to work towards your goal. To wrap up, Aimee shares strategies that can help you stay on track.

Learning to Say No with Confidence and Grace



42(m)

What you'll learn:

Turning down requests at work can be tough. If you're a high performer who serves as a resource for other teams, it can even feel like a small failure. But saying no is actually a critical skill that all professionals must master in order to prevent burnout and honor their own needs.

In this course, learn how to gracefully decline requests without negatively impacting your career or relationships.

How to Organize Your Time and Your Life (Audio Only)



24(m)

What you'll learn:

Looking for an organizational system that fits your specific needs? Don't just follow the trendiest new productivity hacks. In this course, adapted from the podcast *How to Be Awesome at Your Job*, join organization guru Julie Morgenstern as she discusses how to manage your time for greater productivity and build a system tailored to your needs. Julie goes over the importance of considering your goals and personality when designing your system.

Managing Stress



21(m)

What you'll learn:

A little stress can be motivational; a lot of stress can damage your health and your relationships. The good news is that with the right management techniques, you can reduce the amount of stress in your life. In this short course, Dr. Todd Dewett shares his tips for managing stress. Learn how to identify and assess your stress triggers, manage your responses more effectively, and make positive personal choices.
