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**In the Spotlight: Reduce Stress—Get Organized**

How often have you told yourself that you just don't have the time to get things better organized both at home and at work? Perhaps you've found there is not enough time in the day to accomplish tasks you intend to complete. This causes frustration, forgetfulness and fatigue. To help reduce stress, start with simple techniques of time management. Why not take a class to get inspired and get more organized?



[Time Management: Planning and Prioritizing](#) (e-learning)

[Personal Productivity: Self-organization and Overcoming Procrastination](#) (e-learning)

[Managing Conversations and Organizing E-mail in Outlook 2010](#) (e-learning)

[Get Organized--Manage Your Workload and Workspace Accomplishing More with Less](#) ..... April 29

**Upcoming Classes**

- ◆ [Outlook 2010: Level 2](#)..... March 15
- ◆ [Intercampus Order/Charge/Interlocation Transfer of Funds](#) ..... March 16
- ◆ [Understanding Federal Work-Study](#) ..... March 17
- ◆ [Self Supporting Activities – Advanced](#) ..... March 22
- ◆ [InDesign CS6: Level 2](#) ..... April 5 & 6
- ◆ [Developing Deeper Advising Relationships Series](#)(block G)..... April 5
- ◆ [Entertainment Event Planning and Reporting](#) ..... April 12
- ◆ [Interacting Effectively with International Students and Scholars](#) ..... April 13

— Enroll at <http://lms.ucdavis.edu>

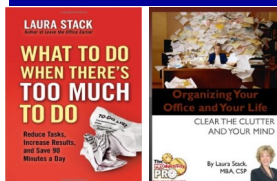
**Brown Bag Presentations**

[WorkLife and Wellness](#) and [Career Catalyst](#)

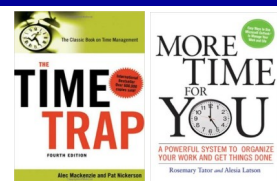
- [Clear Your Clutter](#) ----- March 24
- [Positive Psychology Strengths Mindset and Purpose](#) ----- March 31
- [Yoga for the Hip](#)----- April 7
- [Acing the Interview](#) ----- April 14

**Time: 12:00–1:00 pm**  
**Open links for location information**  
**No need to enroll. Just show up!**

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Books 24x7 has books and videos to help you get organized, manage your time, reduce stress and become more productive. Take a view minutes to view the *Microsoft Office 2010: Organizing the Inbox* video. Get Instructions on [How to Search](#).the online library.



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