

Log in at: <http://lms.ucdavis.edu> using your UC Davis login and passphrase. 1. Key in "Books24x7"

The screenshot shows the UC Learning Center interface. At the top left is the UC Learning Center logo and a 'Learner' tab. A search bar at the top contains the text 'books24x7'. A red box highlights the search bar, and a red arrow labeled '1' points to it. Another red arrow labeled '2' points to the magnifying glass icon in the search bar. Below the search bar, there are options for 'Advanced' and 'Search Tips'. On the left side, there is a 'Learning activities (1)' section with a sub-section 'Activity Type (1)'. The main content area shows '1 search results found' for 'U-Learn Books 24x7'. Below the search results, there is a green 'Start' button. A red arrow labeled '3' points to the 'Start' button. A yellow box at the bottom right of the screenshot contains the text '3. Select "Start" to begin your search'.

A new window will open. Begin your next search

A drop down opens when you click "Select"

The screenshot shows the Skillsft interface. At the top left is the Skillsft logo. At the top right, there are links for 'My Profile | Help | Log Out' and a search bar with a 'Select' dropdown menu. A red arrow points to the 'Select' dropdown. Below the search bar, there are three navigation options: 'Quick Links' with 'See What's New', 'Recently Viewed' with 'View Learning Plan', and 'Browse The Library'. Below these options, there is a user profile section with a placeholder for a profile picture and the text 'UC Davis My Profile'. To the right of the profile section, there is a 'Recommended for You' section with a video thumbnail showing a hand interacting with a tablet. To the right of the video, there is a section titled 'Search. Click. Learn.' with a paragraph of text: 'Whether you're trying to answer a question, learn a new skill, or develop professionally, Skillport lets you quickly locate learning content aligned to your needs. Find the right resources. Create a customized learning plan. Learn from your peers. Experience a learning platform that truly puts your needs front and center.'

You can filter your search by Subject, Type, and Detail. In this instance, we are searching for books.

Skillsport

Search library in English (United States) | Change

Select Search

Filter Results By

Subject	Type	Detail
<input type="checkbox"/> All	<input type="checkbox"/> All	<input checked="" type="radio"/> All
<input type="checkbox"/> Analyst Research	<input checked="" type="radio"/> Books	<input type="radio"/> Author/Speaker/Instructor
<input type="checkbox"/> Business Skills	<input type="checkbox"/> Videos	<input type="radio"/> Publisher
<input type="checkbox"/> Compliance		<input type="radio"/> Title
<input type="checkbox"/> Desktop Skills		<input type="radio"/> Code listing
<input type="checkbox"/> Engineering		
<input type="checkbox"/> Government		
<input type="checkbox"/> IT Skills		

Once you have selected your filter choices, click "Done"

Done

Click. Learn.

When trying to answer a question, learn a new skill, or develop professionally, Skillport lets you quickly locate learning content aligned to your needs. Find the right resources. Create a customized learning plan. Learn from your peers. Experience a learning platform that truly puts your needs front and center.

In this example, we search for "Time Management" by entering the text in the box and clicking the search icon

Skillsport

My Profile | Help | Log Out | Select Time Management

Quick Links ▾ | Recently Viewed ▾

See What's New | View Learning Plan | Browse The Library

My Profile

Search. Click. Learn.

Whether you're trying to answer a question, learn a new skill, or develop professionally, Skillport lets you quickly locate learning content aligned to your needs. Find the right resources. Create a customized learning plan. Learn from your peers. Experience a learning platform that truly puts your needs front and center.

Recommended for You

Notice the large number of results (2880).
You can sort results by the criteria in the "Sort by" drop down list.

Quick Links ▾

Recently Viewed ▾

See What's New

View Learning Plan

Browse The Library

2880 Results for

Search

Search within these results

Refine By

Subject

Clear All

All

Business Skills

Type

Additional Filters

Refine

Search

You searched: Time Management

Books (2880)

Sort by

- Relevance
- Alphabetical
- Published Date
- Relevance



Time Management Training

By: Lisa J. Downs
Association for Talent Development © 2008 ISBN: 9781562065177
Book: 203 Pages

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View relevant sections (37)



Time & Stress Management for Rookies

By: Frances Kay
LID Publishing © 2014 ISBN: 9780462099552
Book: 160 Pages

Hover your mouse over the image of a book to open an informational panel about the book

Time & Stress Management for Rookies

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LID Publishing © 2014 ISBN: 9780462099552
Book: 160 Pages

Description: Providing practical ideas and easy-to-follow methods that you can put into practice immediately, this book will equip you with the skills for keeping your head which will help you with time management, improve your personal effectiveness, and increas...[View More](#)



More information is available if you select the "Details" or "More Actions" links. Click "Launch" to start

[Details](#) | [Launch](#) | [More Actions ▾](#)

View relevant sections (5)



Time Management Training

By: Lisa J. Downs
Association for Talent Development © 2008 ISBN: 9781562065177
Book: 203 Pages



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Time & Stress Management for Rookies

by Frances Kay LID Publishing © 2014
Book: 160 pages

Table of Contents

Time & Stress Management for Rookies

Introduction

- Chapter 1 Time Management: What is it?
- Chapter 2 Stress Management: How it Fits in
- Chapter 3 Identifying your Personal Style
- Chapter 4 Time and Stress Management: First Steps
- Chapter 5 Formulating an Action Plan
- Chapter 6 Dealing with Interruptions
- Chapter 7 Technology and Time Management
- Chapter 8 Paper: One of the Greatest Time Wasters
- Chapter 9 People are Time Consuming Too



Expand (+) or collapse (-) chapter content details

If you wish to continue to search, use the "Back" button. If you have completed the search, close out of the window. Enjoy using Books 24x7.