

1. Log into DevelopWest & the January courses will be at the bottom of your home screen.



Learn. Grow. Achieve.

### Search. Click. Learn.

Whether you're trying to answer a question, learn a new skill, or develop professionally, DevelopWest 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. To get started, take a virtual tour.

### Learning Expedition

Topic for January - Organizational Skills

Join us on a **Learning Expedition** each month in 2017 to learn new skills, grow in your professional and personal lives and achieve your goals!

Courses	Courses	Courses
<b>Personal Productivity Improvement: Managing Your Workspace</b> Course: 1 Hour	<b>Personal Productivity: Self-organization and Overcoming Procrastination</b> Course: 1 Hour	<b>Personal Productivity Improvement: Managing Tasks and Maximizing Productivity</b> Course: 1 Hour

2. Click on one of them and then click “Save.”

**Personal Productivity Improvement: Managing Your Workspace**  
Course: 1 Hour

Status ●

Launch **Save** More Actions ▼

About **Table of Contents** Resources Related Items

Sections	Expand All	Collapse All	Duration	Status	Actions
Managing Your Physical and Digital Workspace			1 Hour, 5 Minutes		

3. This will bring up a popup and will allow you to Save it to your Learning Plan. You can even set a due date for yourself. Be sure to click “Save.”

Save to My Learning Plan

Title: Personal Productivity Improvement: Managing Your Workspace

Notes:

Due on:   I am required to take this

Launch: Reassign every  Days

Remind me: Once Starting  Days before the due date

Send me weekly overdue notices

Save to:  General Set  Existing Set or New Set

**Save** Cancel