

# UAB LEARNDEVWHISPER

*A Weekly Publication of Learning*

## Managing Your Productivity

Change is the only constant in our lives. With so much going on it can be difficult to be as productive as expected. While no one can predict how the pandemic will continue to unfold, one thing is certain, disruptions and changes are ahead. Whether you are working from home, in the office or in between, it is inevitable to avoid. However, even through these uncertain times, managing our time and remaining productive is a must.

### CALL TO ACTION:

- Use peak times to complete your most valuable task/activity.
- Take breaks to avoid sitting for long hours, which can break down your mental sharpness.
- Keep lists of your accomplishments.
- Take time to celebrate the small and big wins.

### KEEP ON LEARNING\*

- ▶ Don't get distracted. Check out [Tracking Your Daily Activity](#) (4m 3s).
- ▶ Discover [How to Find Your Peak Productivity Time](#) (4m 19s).
- ▶ Make it a habit in [Celebrating Success for Improvement](#) (3m 20s).
- ▶ Running low? Learn how to [Maximize Your Energy Each Day](#) (2m 5s).

*\*Benefits-eligible UAB, VIVA Health, Callahan, UABHS and HSF employees have free access to LinkedIn Learning platform. If you have questions, please email [campuslearning@uab.edu](mailto:campuslearning@uab.edu).*

*Please Note: When watching a LinkedIn Learning course/video, read the sign-in dialogue boxes carefully.*