

EBSCO LearningExpress® Personal Success Skills

Are your personal success skills helping you to succeed in life?



Ask your librarian about the new online EBSCO LearningExpress Personal Success Skills tutorials, e-books, and articles covering essential topics that will help you acquire foundational skills for success in work and life.

We have resources available here to help you improve your skills; skills such as critical listening, time management, or organization. We even have money management and investing basics and an introduction to insurance, benefits and taxes.

It's easy to acquire the life skills you need to achieve personal success with LearningExpress. To learn more about LearningExpress Library Personal Success Skills, ask your librarian.

Topics in Personal Success Skills Include:

- Teamwork and Professionalism
- Attitude, Critical Listening, and Successful Negotiations
- Etiquette in Email and the Workplace
- Written and Verbal Communication Skills
- Writing for the Workplace
- Organization Strategies
- Goal Setting, Multitasking, and Time Management
- Balancing and Understanding Credit and Debt
- Money Management and Investing Basics
- Introduction to Insurance, Benefits and Taxes

Featured Resources

Workplace Success

- **Teamwork and Professionalism**
 - *Attitude and Teamwork*
 - Attitude and Teamwork Tutorial
 - Boost Your Critical Listening Skills
 - The Elements of Successful Negotiation
 - *Email and Workplace Etiquette*
 - Email Etiquette Tutorial
 - Workplace Etiquette Tutorial
 - The Elements of Professionalism
- **Verbal and Written Communication Skills**
 - *Verbal Communication Skills*
 - Verbal Communication at Work Tutorial
 - Public Speaking Success in 20 Minutes a Day
 - *Written Communication Skills*
 - Writing Skills for the Workplace

Organization & Time Management Success

- **Organization Skills**
 - *Get Organized*
 - Strategies to Get Organized at Life and Work
- **Time Management Skills**
 - *Set Goals*
 - Setting Powerful Goals
 - *Use Your Time Wisely*
 - Time Management Tutorial
 - Multitasking for Busy Adults
 - Quick Tips for Better Time Management
 - Manage Your Time and Your Life in 20 Minutes a Day

Personal Finance Skills

- **Balancing Credit and Debt**
 - *Understanding Credit*
 - Take Control of Your Credit
 - Learn about Credit Card Fraud
 - Basic Strategies for Repairing Credit
 - *Understanding Debt*
 - Manage Your Debt Wisely
 - Reducing Household Debt
 - Are you Over-Indebted?
 - Loans: Learn the Basics
 - Loan Consolidation 101
- **Money Management and Investing**
 - *Money Management Basics*
 - Money Management Basics
 - Find the Best Bank Account for You
 - Tips for Budgeting
 - The Importance of Emergency Funds
 - Understanding Bank Fees
 - Understanding Wills
- **Insurance, Benefits, and Taxes**
 - *Insurance, Benefits, and Taxes 101*
 - Introduction to Insurance, Benefits, and Taxes
 - Learn About Disability Insurance
 - Understanding Life Insurance
 - Avoiding Insurance Mistakes
 - The Tax Benefits of Homeownership
 - Learn About Tax Deductions and Credits
 - Tax Preparation Basics