How Do I Get Started in the Take 10 Experience?

**STEP 1: Familiarize yourself with Skillsoft.**
- Go to the [Skillsoft Blink page](#).
- Review [Skillsoft FAQs](#) and search info.
- Click the [Launch Skillsoft](#) Link at the top of the page.
- Take Virtual Tours on Skillsoft home page.

**STEP 2: Prepare for the Take 10 Experience**
- Review the [Take 10 Skillsoft page](#) on Blink.
- Schedule 10 MINUTE daily segments as a recurring appointment on your calendar.
- Select from the suggested Take 10 resource folders (or choose your own topic). The Take 10 for Leaders or Take 10 for Staff Folders are found under Featured Topics.
  - Select the resource (e-course, video, book, job aid) and add it to your Learning Plan:
    - Select the Resource
    - Click on More Actions
    - Save to Learning Plan; click SAVE

**STEP 3: Visit Skillsoft daily**
- Log in to SkillSoft and go to your Learning Plan.
- View your resource for 6-8 minutes.
- Use reflection questions to evaluate progress.

**STEP 4: Evaluate your progress weekly/monthly**
- Develop concrete action items to incorporate learn skills/behaviors.
- Draft SMARTER goals to incorporate in your individual development plan (IDP).
- Discuss your IDP with your supervisor.

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**UPCOMING CLASSES**

- [Connexxus and the UCSD Travel Card Program](#) 7/7/15
- [Managing Meetings and Groups Effectively](#) 7/9/15
- [Change Management Orientation for Employees](#) 7/14/15
- [Managing Blink Content with the Campus CMS](#) 7/17/15
- [STAR: UCSD Foundation and Regents Gift Fund System](#) 7/23/15
- [Helping Seniors Stay in their Homes](#) 7/23/15
- [Basic Elements of Records Management](#) 7/24/15
- [Creating an Effective Individual Development Plan (IDP)](#) 7/28/15

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**FEATURED SKILLSOFT RESOURCES**

SkillSoft’s Library includes over 55,000 books and videos, and more than 6,000 courses. Browse the Learning Library to find resources relevant to the work you do!