

Viva adds to your life, now find your *balance*.

Viva Insights	Viva Learning	Viva Goals
Find ways to focus on your wellbeing and use your time effectively	Find ways to enhance your knowledge and learn new skills all in one environment	Learn about ITS' goals and see how you contribute to those goals
Schedule emails	Access video tutorials from various sources	View objectives and key results
Promote healthy team meeting habits	Pick personalized learning interests	Gain clarity on organizational alignment
Start a shared team focus plan	Browse videos by duration to find the perfect course for the time you have	Align your goals with ITS' goals
Understand your meeting habits	Recommend courses to your coworkers	Track progress towards ITS' goals
Send praise to colleagues	Create learning collections to share with your team	Celebrate ITS milestones
Create specific focus time or quiet hours so you can reflect on your day	See what is trending in the organization	
Catch up on forgotten tasks and messages		

All these personalized tools are private to you. Viva will not share your personal data with anyone else in the organization. While a larger picture of the organization's data is available, you can be assured that your insights stay private.

its.fsu.edu/microsoft-viva