



Getting Refocused: Great Courses to Enhance Your Work and Get You Going Again

Whether your work was stopped during the government shutdown or it affected some of your co-workers, it can be hard to get back to your routine. These courses will help you to manage all of the information you have to catch up on, set priorities, and manage your time so you can get back to business.

Coping with Information Overload

We have advanced technology and instant access to limitless information, but is it making us more product or efficient? Explore information overload and learn some practical ways to cope with it.

Prioritizing Personal and Professional Responsibilities

Despite significant performance pressures, managers and team leaders have to balance the demands of their home and office. Take the course and get help facing the challenges of being a business professional.

Planning for Interruptions Helps With Procrastination

Wasting time at work is a common problem. Whether you are new to the workforce or a seasoned worker, examine these strategies to help minimize procrastination.

Coping with Conflicting Priorities

Too little time, too many tasks, and everything need your immediate attention? If this sounds familiar, this exercise explores the tools and skills needed to manage your time and cope with conflicting priorities.

Setting Goals

Goals provide a roadmap for your performance and development, but setting goals means you have to consider more than your own objectives. During this exercise, you will play the role of a research analyst for a consumer and market research firm.

Getting Time Under Control

You have a limited number of hours in your working day, so how can you manage your time effectively? This exercise explores the symptoms of poor time management and looks at the techniques and tools that can be used to handle the problem.

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