



# So Much To Do, So Little Time!

## Learn About Effective Time Management Using AgLearn!

Managing your time at work is essential. Learn how to get things done without running out of time!

+ [Time Management: Analyzing Your Use of Time](#) (1 hour)

In order to preserve your time, you have to know how to manage it. And the first step in learning how to manage time well is to understand how you make use of it now. This course focuses on ways to analyze your current use of time.

+ [Time Management: Planning and Prioritizing Your Time](#) (1 hour)

Managing time effectively entails analyzing your goals, breaking those goals into tasks, and then prioritizing those tasks. This course focuses on ways to prioritize your workload. It discusses how to prepare a useful to-do list and prioritize the items on it.

+ [Coping with Information Overload](#) (5 minutes)

Advancements in communication technology have given us instant access to boundless information, but the gains in efficiency and productivity have come at a cost. This course explores the causes of information overload and explores some practical ways to cope with it.

+ [Planning for Interruptions Helps with Procrastination](#) (5 minutes)

Interruptions at work is a common problem. This course examines strategies employees can use to minimize their procrastination.

+ [Prioritizing Personal and Professional Responsibilities](#) (10 minutes)

In today's world, employees face significant performance pressures. This course focuses on the challenges professionals face when balancing the demands of home and office in today's global economy.

As with all AgLearn resources, these are available to all USDA employees at no cost to you!

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