



October National  
Work & Family Month

## Celebrate National Work and Family Month with AgLearn!

October is *National Work and Family Month* and the USDA is taking part with a month-long campaign to recognize the importance of successfully managing the commitments of work and family. And, as always, you can **add to your knowledge at no cost to you, 24/7!**

### Add these exciting titles to your To-Do List today!

- + [Optimizing Your Work/Life Balance: Analyzing Your Life Balance](#) (1 hour)  
Do you fill your life with many activities and then have trouble getting a good balance among them? You know finding a balance is good for you, and also impacts positively on your family, friends, and coworkers. This course highlights techniques you can use to analyze your current level of balance between work and life responsibilities.
- + [Optimizing Your Work/Life Balance: Maintaining Your Life Balance](#) (1 hour)  
You have the knowledge to assess current work/life balance and overcome internal and external obstacles to achieving balance. How do you maintain that balance? This course will focus on techniques for maintaining work/life balance.
- + [Optimizing Your Work/Life Balance: Taking Control of Your Stress](#) (1 hour)  
Are you feeling overwhelmed at work and at home? Stress is produced by your own feelings and reactions to certain external events, rather than by the events themselves. This course will explain how the signs and symptoms of stress could be of physiological, behavioral, and psychological nature and where these stresses can come from. This course reviews strategies for coping with stress and avoiding burnout. Relaxation techniques such as breathing and mediation are also covered.
- + [Balancing Your Responsibilities Simulation](#) (30 minutes)  
You are the webmaster for a company and responsible for maintaining and updating its web site. Recently a member of your team left the company. Your boss has asked you to assume many additional responsibilities. As a result, your workload is very heavy and your job is increasingly stressful. Your personal life is also stressful. Your mother relies on you to take her to medical appointments. Balancing this responsibility with your professional obligations has become very difficult. This simulation is based on the SkillSoft series "Optimizing Your Work/Life Balance."
- + [Employee Exhaustion: Managing a Well-balanced Workload](#) (7 minutes)  
The possibility of employee burnout can threaten productivity. This course examines strategies for balancing workloads.
- + [Managing Workplace Stress](#) (7 minutes)  
Workplace stress will remain a reality of modern business for the foreseeable future, but there are strategies to consider when evaluating how best to anticipate and manage work-related pressures.
- + [QuickTalks: Work-Life Flexibility](#)  
Balance isn't just about time; it's about the quality of the relationships. It's about attention. When people say they don't have enough time, they mean they don't get enough attention.
- + [QuickTalks: The Different Perspective on Work-Life Balance](#)  
"Work-life balance" is really about a flexible work schedule. Several organizations use a lattice approach, not a ladder. The lattice approach allows employees to better manage both their personal and professional lives.
- + [USDA Connect Work/Life and Wellness Community](#)  
The USDA Work/Life and Wellness Community Connect page is a valuable resource for all things related to workplace support. Network with community members, join a blog and contribute to forum discussions.

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