Time Management
Dr. Elizabeth Barrett

Date: April 26, 2023 (Wednesday)
Time: 9:30am - 12:20pm
Venue: Main Campus, HKU

Overview
Want to sharpen your time management skills? Do you feel overwhelmed when juggling your research, coursework and other engagements? Do you regularly procrastinate? Do you find yourself busy but not productive?

This workshop will introduce tools and strategies for you to better manage your time and your responsibilities as an RPg student. When it comes to time management, it is not a one-size-fits-all approach. This workshop will provide you with a variety of time management tools and tips, so you can trial different strategies to find what works best for you in your daily life.

Learning Outcomes
By the end of the workshop, students will be able to: 1) understand the common causes of procrastination, distraction, and time wasters; 2) understand strategies that can eliminate distractions and procrastination, as well as increase productivity and concentration; 3) understand the importance of shifting the focus from managing your time, to managing self; and finally, 4) critically reflect on their own practices and RPg goals to create a plan for success.

Learning Activities
This is a 3-hour workshop. You will be invited to critically reflect on your current practices and plan for the remainder of your RPg studies.

Remarks
Please bring an open mind, a pen, and a laptop /tablet to the workshop.