

# Time Management

## Dr. Elizabeth Barrett

**Date:** November 29, 2023 (Wednesday)

**Time:** 2:30 p.m. - 5:20 p.m.

**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.

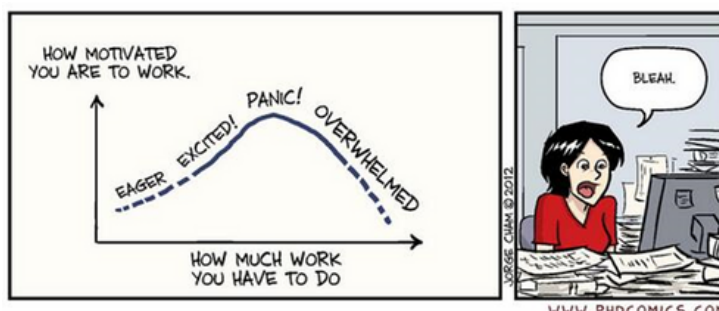


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