

Time Management

Dr. Elizabeth Barrett

Date: May 14, 2025 (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

This workshop will: 1) discuss the common causes of procrastination, distraction, and time wasters; 2) introduce strategies that can eliminate distractions and procrastination, as well as increase productivity and concentration; 3) explain the importance of shifting the focus from managing your **time**, to managing **self**; and finally, 4) guide participants to 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.

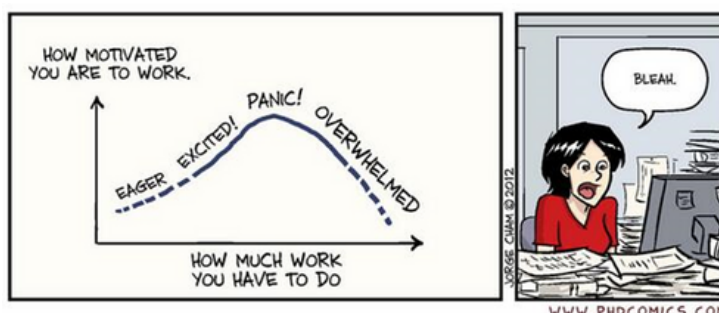


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