

## Graduate School: Time Management Workshop

**Date:** April 6 (Wed), 2022

**Time:** 2:30-5:30pm

**Venue:** online via Zoom

**Facilitator:** Dr. Elizabeth BARRETT, Faculty of Education

Online registration: via [HKUEMS](#)

**Description:** As an RPG student, do you feel overwhelmed when juggling your research and course work duties? Do you regularly procrastinate? Do you feel you are *busy* but not *productive*? Or do you simply want to sharpen your time-management skills?

This 3-hour **Time Management Workshop** will introduce tools and strategies to better manage your time and your responsibilities as an RPG student. You will learn strategies that can help you avoid distractions and procrastination. You will be invited to critically reflect on your current practices and plan the remainder of your RPG studies. 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.

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



**“Time management is a great concept,  
but who has time for it?!”**