

Partnerships in Teaching and Learning in RPg Education

Workshop Outline

Title:	Effective Writing and Time Management Skills
Pre-requisite:	The workshop is designed for RPgs in Humanities, Social Sciences, and Law. However, students from other disciplines are welcome to attend.
Description	
<p>The workshop will explore various strategies to improve students' time management skills and writing efficiency, with particular attention to how students can finish their research effectively within the given time frame and produce impactful results. Based on a number of strategies used by famous performers, writers, and academics, it will provide a summary of their experience in enhancing their outcomes. Examples include the effective use of Pomodoro Technique, Pareto principle, and Parkinson's law as the ways to strategize the time and effort dedicated to particular tasks. Moreover, the workshop will discuss the ways to address writer's block and procrastination and improve general efficiency through prioritizing and dividing tasks into different tiers of importance. In addition, a number of apps that can be used to improve productivity and reduce procrastination, including Freedom and Wunderlist, will be suggested. All in all, the workshop will provide a wide array of tools and principles that will help to significantly improve academic and daily performance of the students.</p>	
Objectives	
<ol style="list-style-type: none">1. Students will gain understanding of relevant principles of highly efficient work including Pomodoro Technique, Pareto principle, and Parkinson's law.2. Students will learn about the strategies to address writer's block and procrastination, including project fracturing and two-page rule.3. Students will learn about the techniques of effective prioritization and time management.4. Student will learn about the apps and other technological developments that can boost their productivity.	
Learning outcomes	
<p>By the end of the workshop, students should be able to:</p> <ol style="list-style-type: none">1. use their time more effectively and reduce the average time spent per research task.2. produce more research outcomes by spending their working hours more purposefully.3. effectively prioritize their tasks and focus on the most relevant objectives.4. know how to use technology to increase their work efficiency.	

Teaching and learning activities**Activities****No. of hours**

1. A Lecture Explaining the Relevant Principles and Strategies
2. Interactive Training Session
3. Q&A and Troubleshooting

1. 90 min.
2. 30 min.
3. 60 min.

Total:

3 hours