

## Effective Writing and Time Management Skills

*Artem Sergeev*  
Faculty of Law

Date: May 9, 2018 (Wed)  
Time: 2:00 to 5:00 pm  
Venue: Room P501, Graduate House

Always falling behind on your schedule? Working overtime? Or simply would like to achieve the maximum research results in a given time frame? The workshop will explore the necessary tools to solve the most common writing and time management problems among research postgraduate students, with particular attention to various strategies to improve their time management skills and writing efficiency. Based on a number of strategies used by famous performers, writers, and academics, the workshop will provide a summary of their experience in increasing their outcomes. Examples include the effective use of Pomodoro Technique, Pareto principle, and Parkinson's law as the methods to strategize the time and effort dedicated to particular tasks. Moreover, the workshop will discuss ways to address writer's block and procrastination and improve general efficiency through prioritizing and dividing tasks into different tiers of importance. A number of apps that can be used to improve productivity and reduce procrastination, including Freedom and Wunderlist, will also 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 participants.

A more detailed workshop outline is available [here](#). There are three parts in the workshop including a lecture explaining the relevant principles and strategies, an interactive training session, and a Q&A session on troubleshooting. During the Q&A session, students will have a chance to discuss their particular problems in dealing with their research.

Registration is needed for the workshop. Students who are interested please complete the "Application Form for Workshop Registration" and submit it to the Graduate School preferably by **May 4, 2018**.

About the workshop leader:

Artem Sergeev is a 3<sup>rd</sup>-year PhD candidate in international law and legal theory. In addition to his legal work as an academic, Artem contributed to the United Nation's mission in Cambodia, Oxford University Press, theDesk and a number of other enterprises. He has published a range of articles on various aspects of international law, received several notable academic awards, and actively contributed to the legal community around the world.