“Time Management”

During this workshop, we will discuss how to become more productive and satisfied with our efforts by learning how to:

- Apply the Three Tests of Time
- Determine how time is currently used
- Determine near and long term priorities for your time
- Strategize your time so as to manage teaching, research and service obligations
- Apply the appropriate tactics to help you execute your time strategy

Note: This is the forth in a five-part series. Attend one or all of the workshops.

Debra Graham
Senior Training Specialist & Performance Consulting
UK Human Resources

Wednesday, March 28, 2018
3:00 – 4:00 PM
203 RGAN

To register, visit:
https://www.engr.uky.edu/fac-dev-workshop/

Contact Dave Puleo (puleo@uky.edu) or Monica Mehanna (monica.mehanna@uky.edu) if you have questions

Part of a monthly workshop series for College of Engineering faculty, research staff, postdoctoral scholars, and senior graduate students