

## **Managing Time**

**Host:** SASS

Graduate students may have to play many simultaneous roles – those of researcher, teacher, off-campus employee, parent, and so on. Juggling the many demands you face while staying healthy and motivated, avoiding procrastination, and maintaining work-life balance is a tough task. This workshops will introduce you to the time management tools and strategies that successful students adopt..

### **Learning Outcomes:**

- Leave with an awareness of the causes and effects of poor time management habits.
- Understand how to work productively and efficiently.
- Understand why work-life balance is vital to producing high quality academic work.
- Develop a personalized plan of goals and schedules.