Time Management

How to Manage Your Time Effectively to Accomplish Your Mission As Graduate Students and Post-docs





Dear busy fellow graduate students and post-docs,

- Do you feel 24 hours a day is never enough?
- Do you know how to prioritize among your tasks?
- · Do you often miss or extend deadlines?
- Do you struggle to set your career goals?
- Do you have a healthy work/life balance?
- Do you know what apps are available to help you manage your time effectively?
- Do you have a specific plan for your dissertation or research project?

An online tool designed specifically for YOU right at your click to hone your time management skills:

https://sites.duke.edu/timemanagementresources/

What you will gain?

- Access tailored resources for graduate students and post-docs
- Diagnostic analysis for your time management skills
- · Personalized strategies and practical tips
- List of apps you could take advantage

Why waste time waiting? Click NOW!

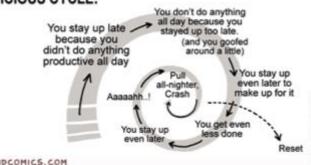
- Stop the vicious cycle of poor time management habits
- Kick start to mastering time management skills immediately!
- Help your friends and colleagues who are struggling with time management by spreading out this tool

Questions?

Contact the developing team from Emerging Leaders Institute at Duke:

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THE VICIOUS CYCLE:



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