

# 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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