Professional Development Workshop for Graduate Students

Time Management

Do you wish there was a 25th hour is the day, or an 8th day in the week? Many of us are so busy that we have a strong sense of not being able to get things “done.” In this workshop we cover steps that may alleviate the pressure we feel of there not being enough time. We cover a tool to analyze how to prioritize our time and make wise choices, we discuss why many of us tend to take on too much, and why we may find it difficult to say “no” to new activities. We will also discuss a number of tangible steps that help manage our activities while making us more productive in our work.

Instructor: Roel Snieder
Time: 12:00-1:30, November 15, 2018
Location: Boettcher Room, Library

RSVP by November 13 to Keri Bowling, kbowling@mines.edu

Lunch is provided

Contact Roel Snieder (rsnieder@mines.edu, 303.273.3456) for questions or suggestions