Report: Time Management

Trainer: Ms. Carmien Brys

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By

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Carmien Brys from KU Leuven has conducted the training session on “Time Management” for the Researchers from MEDOW and KU Leuven. She has explained the importance of setting priorities for work while keeping work-life balance. She emphasized on the framework for time management which is relevant to PhD students and Researchers. She has compared the time management with marshal art where unexpected things have to be faced in both the situations and be prepared to face the difficulties. She has explained the methods of making a plan, assessing the productivity, and art of multi-tasking with several practical examples and allowed researchers to practice these skills in the training session. She has also highlighted the trips and tricks to deal with procrastination. The ESRs, ERs and others researchers from KU Leuven have participated in the training session and felt that the session was informative and useful for the effective utilization of time to complete the project on time as well as for their work-life balance.

