

WEBINAR 26.01.2021

**Time management
for researchers:
How to boost
your productivity?**

MINI-WORKBOOK



Time management for researchers: How to boost your productivity?

Time management

"Time management is the process of _____ and _____ how to divide your _____ between specific _____."

Benefits of time management

Three secrets of time management

Secret #1

Secret #2

Secret #3



Time management for researchers: How to boost your productivity?

Secret #1

Make your plans:

What do you want to achieve this year?



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Secret #2

How to achieve your goals?

How to eat _____?

1. Break your _____ into _____ and tasks.
2. Break you _____ into monthly _____.
3. Develop a _____.
4. Develop a _____.



Time management for researchers: How to boost your productivity?

Secret #3

Rule of ____

How to efficiently prioritise tasks?

Plan and reflect at the end of the day!

