Personal Effectiveness: Strategies for Managing the ‘Tyranny’ of Time

Tuesday, October 16th, 2018
Thomson House, 3650 McTavish St., 2nd Floor Ballroom

Proposed Agenda

12h30 Registration and Welcome
13h00 Plenary I: Personal Effectiveness and Time Management
13h30 Small Group Discussion I: Identifying Goals and Priorities
14h30 Refreshment Break
14h45 Plenary II: Time Management Strategies and Time Wasters
15h15 Small Group Discussion II: Linking Time Management to Long-Term Goals
16h15 Summary and Lessons Learned
16h30 Adjournment

Workshop Goals

By the end of this workshop, participants will be able to: identify their personal career goals and aspirations; develop medium and short-term goals from identified personal career goals; link time management to long-term goals; recognize personal time wasters; and enhance their time management strategies.

To REGISTER, please submit an online registration form at: www.mcgill.ca/medicinefacdev/. The deadline to register is October 9th, 2018.