

Time Management 101



Ever get to the end of the day and realize that you did not get done what you planned?

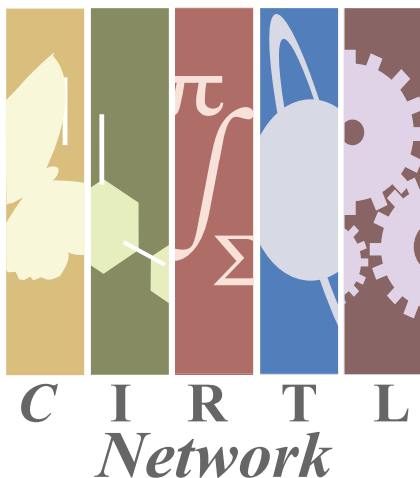
Are you addicted to email?

Do you think that what matters is the time you spend in the lab or what you get accomplished?

This interactive CIRLTCast will give you ideas about techniques that you can use to get control of your schedule and make progress on long term projects. Raise specific issues that you would like help with ahead of time on the CIRTL Cafe (www.cirtlcafe.net/cirtlcast) so that the session can be tailored to your needs.

This CIRTLCast is intended to introduce some key ideas and stimulate discussion. **Come join us!**

Web seminar hosted by **Patricia Rankin**,
Associate Vice Chancellor for Faculty Diversity
and Development & Professor of Physics
University of Colorado at Boulder



December 8, 2009
7pm ET/ 6pm CT/ 5pm MT

For more information:
www.cirtlcafe.net

Watch for more presentations in the
C I R T L *CAST*
series starting January 2010

