



## Faculty Development Spring 2018 Workshop Series

### “Time Management”

During this workshop, we will discuss how to become more productive and satisfied with our efforts by learning how to:

- Apply the Three Tests of Time
- Determine how time is currently used
- Determine near and long term priorities for your time
- Strategize your time so as to manage teaching, research and service obligations
- Apply the appropriate tactics to help you execute your time strategy

Note: This is the fourth in a five-part series. Attend one or all of the workshops.

Debra Graham  
Senior Training Specialist & Performance Consulting  
UK Human Resources

Wednesday, March 28, 2018  
3:00 – 4:00 PM  
203 RGAN

To register, visit:  
<https://www.engr.uky.edu/fac-dev-workshop/>

Contact Dave Puleo ([puleo@uky.edu](mailto:puleo@uky.edu)) or Monica Mehanna ([monica.mehanna@uky.edu](mailto:monica.mehanna@uky.edu)) if you have questions

Part of a monthly workshop series for College of Engineering faculty, research staff, postdoctoral scholars, and senior graduate students