Do you feel like you never have enough time to complete your work? Are you challenged by competing responsibilities? Do you ever waste time looking for critical information? Do you dread checking your email? As a UCSF faculty member, you’ve had a lot of training to do your job, but you’ve probably had little training in how to manage your work. The good news is that there are simple techniques to manage your time better so that you can get more done with less stress. Time management expert Dan Markovitz will utilize a short poll of those who register for this workshop to tailor tips, strategies, and exercises to the specific time management challenges that our faculty encounter.

“Dan helped me reconsider my approach to managing time and work. He explained things clearly and was realistic about implementing change. Based on Dan’s suggestions, I reduced the amount of time I spend looking for information and manage information more effectively.” – UCSF Faculty Member

“Dan helped me realize how to manage my work load more efficiently. His guidance has made my workplace efforts more timely and satisfying. I highly recommend his course, especially to those who feel a need to more efficiently deal with emails.” – UCSF Faculty Member

>> REGISTER NOW

For additional information, please contact Sarah Zins.