

*The Chancellor's Council on Faculty Life (CCFL),  
Faculty Development Program presents:*

# Work Lean: Time Management Strategies for Busy Faculty

**Thursday, November 12 / 3-5 p.m.**

**Health Sciences West 303 / Parnassus Campus**

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 survey 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.**



**Dan Markovitz** is the founder and president of **TimeBack Management**. He has worked with Memorial Sloan-Kettering Cancer Center, the Sloan-Kettering Institute, the New York City Department of Health, and UCSF, among other clients. He has written for the Wall Street Journal and Industry Week, and was a poster presenter at the recent AAMC conference in San Francisco. Prior to founding his own firm, Mr. Markovitz held management positions at Sierra Designs, Adidas, CNET and Asics Tiger. As an English teacher, he was nominated for the prestigious Disney Teacher of the Year award. He holds an MBA from the Stanford University Graduate School of Business.

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