

CLA FACULTY MENTORING SERIES:

# THE ART AND SCIENCE OF TIME MANAGEMENT

PRESENTED BY JENNIFER POTTER, FACET FACULTY MENTORING FELLOW

- Learn the top tips for time management as faculty.
- Explore ways to plan and prioritize tasks.
- Experiment with tracking time and creating an ideal week.
- Manage teaching, research, and service obligations.
- Analyze personal time management preferences.



COLLEGE OF  
LIBERAL ARTS

PRE-WORKSHOP:

For more information,  
join us via Zoom

**September 20th**  
**1 to 2:30 p.m.**



WORKSHOP RSVP:

Join us in LA 4110,  
lunch provided

**October 18th**  
**1 to 3:30 p.m.**

