



Plan Better – Get More Time

Half-day workshop

Date: 12.04.2023, 12.00 to 17.00

Place: Rigshospitalet/Panum, TBA

Program:

- 12.00 Welcome and introduction
Looking at your own time challenges

Mind Map – a tool for planning

Effective planning of tasks
Plan with DUE CARE
- 14.30 Break with refreshments
- 15.00 Priority tools
The PrioBoard – active prioritisation of tasks

Take charge of the time-wasters
Focus on your time-wasters and how to solve some typical problems

Set goals that work
Personal action plan - how to get on with new habit
- 17.00 End of the workshop

Speaker:

Mariann Bach Nielsen, consultant from **2vejs kommunikation** (www.2vejs.dk),
master of rhetoric and communication

Registration:

Limited vacancy, first come first served.

Send e-mail to cvphd.dca@gmail.com with “Time management” in subject line
before the 4th of April 2023 (Free registration).

A special thanks to DCAdemey for making this event possible!

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