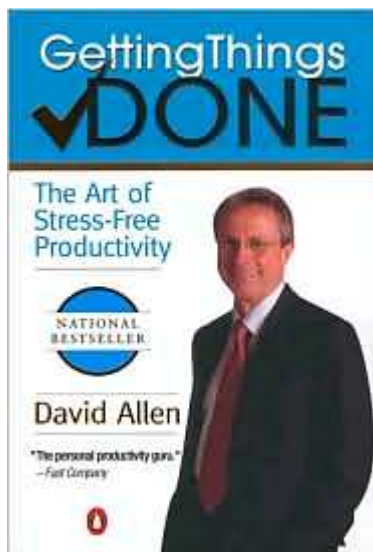


## AEESP 2009 Workshop

Time Management for Professors and Graduate Students with Big To-Do Lists

Sunday July 26<sup>th</sup>

9:00 to 12:00



Have you ever felt like you just can't get everything done? Or that you are overwhelmed by email? Maybe you have missed a deadline or your dentist appointment because you forgot the date. Wouldn't it be great if you had a system for keeping it all straight? Wouldn't it be great be able to focus on one thing at a time?

If this describes you, then you are primed for this workshop on organizational strategies. Led by Dr. Susan Johnson, Associate Provost for Faculty at the University of Iowa, this workshop is based on the strategies that Dr. Johnson has applied to her own work over the last ten years. Dr. Johnson has provided this workshop for faculty and staff at the University of Iowa since the late 1990s in various forms. She

also writes a regular column about workplace productivity for the periodical *Academic Physician & Scientist*. The first ten participants of this workshop will be provided with a copy of the NY Times Bestseller *Getting Things Done: the Art of Stress Free Productivity* by Dave Allen. All participants will be provided with several of Provost Johnson's articles.