Time Management Tips for Researchers

Plan your tasks well — Keep time buffers between tasks

Avoid postponing — Practice self-discipline

Use spare time effectively — Find time for a break

Manage interruptions (e.g., identify a fixed time to deal with emails) — Go digital (e.g., using a project management software)

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Description

As a researcher, time management is essential at every stage of your career. A researcher is expected to undertake several tasks such as carrying out experiments, writing reports, publishing papers, performing administrative duties, etc. Additionally, constant interruptions from emails, colleagues, and students as well as experiments that do not always go as planned add to the overall chaos. Time is a scarcity and therefore needs to be used wisely. Here, we present tips on how to effectively manage your time using known strategies. You can also read a related article here.

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Category

1. Checklist

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