

Time Management Tips for Researchers

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Time Management Tips for Researchers

 <p>Plan your tasks well</p>	 <p>Keep time buffers between tasks</p>
 <p>Avoid postponing</p>	 <p>Practice self-discipline</p>
 <p>Use spare time effectively</p>	 <p>Find time for a break</p>
 <p>Manage interruptions (e.g., identify a fixed time to deal with emails)</p>	 <p>Go digital (e.g., using a project management software)</p>

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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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