

Abstract Submitted
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Time Management and Work-Life Balance MARQUITA M. QUALLS, Entropia Consulting — Time management is something that most of us have struggled with over the course of our lives. It was easier when we were younger, but now that we're grown up and have real life responsibilities—work, family, school—it seems like there just aren't enough hours in the day. Given that there will never be more than 24 hours in a day, how can you become a better manager of the activities within your day? Learning to create time budgets, prioritizing priorities, and delegating tasks will be discussed to help you attain a better work-life balance by becoming more effective at using these time management tools.

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