

LCC Session: Time Management
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Goal: The purpose of this session is to reflect on and discuss time management strategies. In this era of 24/7 connectedness through electronic devices and social media distractions – time management skills are an essential skill to develop. Balancing commitments to work and home life can be a delicate. Having insight to ones' professional and personal priorities are key components of time management and work-life balancing.

Pre-session readings

- Time management: a review for physicians
 - <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2608106/pdf/jnma00386-0057.pdf>
- Recapturing time: a practical approach to time management of physicians
 - <https://pmj.bmj.com/content/90/1063/267.long>

Other suggested readings

- 18 Best Time Management Apps and Tools
 - <https://www.lifehack.org/articles/technology/top-15-time-management-apps-and-tools.html>
- How to Management your Time Effectively
 - <https://www.kent.ac.uk/careers/sk/time.htm>