

Time Management & Productivity Resources

Have a good resource for time management and productivity you would like to share? Please share with us at phd_recruit@jhmi.edu

[Time Management books](#) in the PDCO Online Library

How to Ruthlessly Prioritize your Tasks: [Time Management Methods](#)

How to transition between work and personal time, [article](#)

Setting SMART Goals: How to make your goals achievable, [article & video](#): *“Setting SMART goals means you can clarify your ideas, focus your efforts, use your time and resources productively, and increase your chances of achieving what you want in life.”*

Eisenhower Matrix (Important-Urgent Matrix) [video + resources](#): *“The Eisenhower Matrix, also referred to as Urgent-Important Matrix, helps you decide on and prioritize tasks by urgency and importance, sorting out less urgent and important tasks which you should either delegate or not do at all.”*

Accountability buddy/group: Arrange daily or weekly group conversations to set your goals for the day/week. Check in with your buddy throughout your week to share progress.

Forest App: Based on Pomodoro method, keeps you locked out of your phone for time that you set. You can friend others to “work” together.

Draw a timeline of your PhD using a Gantt Chart: resources and downloadable sample chart [here](#); COVID-timeline adaptation available [here](#)

NIH Office of Intramural Education: [Virtual Activities for Trainees Outside the NIH](#) (wellness-focused, will be updated regularly)

- Becoming a Resilient Scientist: Setting Reasonable Expectations and Healthy Boundaries for Ourselves and With Our Supervisor (webinar recording: [HERE](#))
- Teleworking with Kids (webinar recording: [HERE](#))