**Domains, competencies, learning objectives, activities**

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| **Domains and Leveled Core Competencies** | **Domain 7 Leadership and Professionalism*** 7.1 Describe and apply the principles and practices of leadership, management and mentorship in clinical research
* B3. Demonstrate effective time management and organizational skill when managing multiple research related projects
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| **Learning Objectives a** | At the end of this session, participants will be able to:1. Identify projects goals & tasks that are of highest and lowest value
2. Develop strategies to align their time and priorities
3. Commit to incorporating the time management strategies that will enhance efficiency, effectiveness, and vitality
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| **Reading/****resources c** | **Read any of these 3 articles**:* Webb, C. How to Beat Procrastination. *Harvard Business Review*, July 29, 2016.
* Blake, J. How to Decide Which Tasks to Delegate. *Harvard Business Review*, July 2017.
* Hubber, L. How to know what to prioritize at work. The Post-Grad Survival Guide, Medium October 2019
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| **Participant Preparation** | * Complete time tracker for 2-3 days (**NOTE: you need to do this prior to 11/16**)
* Time management Quadrant -for use during webinar
* Read any of the 3 articles above
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