

Time Management Tips for Researchers

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Time Management Tips for Researchers

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

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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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Cite this article

Enago Academy, Time Management Tips for Researchers. Enago Academy. 2018/11/12. <https://www.enago.com/academy/time-management-tips-for-researchers-2/>