

## *Time Management Workshop* September 28<sup>th</sup>, 2015

### Attendance

Six individuals attended the training and all six (100.0%) completed the evaluations.

- All six (100.0%) participants identified as faculty members.

### Quantitative Results from the Evaluation Form

**I have met someone today who I feel I would like to get to know better.**

	Frequency	Percent	Cumulative Percent
Agree	4	66.7	66.7
Strongly Agree	2	33.3	100.0
Total	6	100.0	

**I feel I have acquired new skills, information, or understanding about how to effectively manage my time.**

	Frequency	Percent	Cumulative Percent
Agree	2	33.3	33.3
Strongly Agree	4	66.7	100.0
Total	6	100.0	

**I will be able to implement new time management strategies as a result of my participation in this workshop.**

	Frequency	Percent	Cumulative Percent
Agree	3	50.0	50.0
Strongly Agree	3	50.0	100.0
Total	6	100.0	

**This event was a positive networking experience with other faculty here at NDSU.**

	Frequency	Percent	Cumulative Percent
Agree	3	50.0	50.0
Strongly Agree	3	50.0	100.0
Total	6	100.0	

**How would you rate the overall quality of this training?**

	Frequency	Percent	Cumulative Percent
Above Average	4	66.7	66.7
Excellent	2	33.3	100.0
Total	6	100.0	

### Qualitative Results from the Evaluation Form

1. What is one tip or strategy you learned today that you will be able to implement to improve your ability to manage your time?
  - Spend a certain amount of time writing.
  - Dedicate time for writing.
  - Writing gaps.
  - Schedule writing time.
  - Wanderlist. Putting things in boxes of urgent/not urgent, important/not important. Organization.
  - Scheduling time not only for writing but also for teaching preparation.
  
2. What do you think were the most helpful or valuable aspects of the workshop you attended today?
  - Balance of teaching and writing.
  - Handout/takeaway.
  - Acknowledging that everyone has time management issues.
  - To see others are struggling with the same issues.
  - Discussion of different methods people use to manage time.
  - Presenter was well prepared but workshop was interactive with lots of time for questions and discussion.

3. How could this workshop be improved to be more beneficial to you?
  - Larger group? ☺
  - Develop one for extension personnel.
  - It was great!
  
4. Please provide any additional comments you have about today's workshop and/or the NDSU Faculty Mentoring Program in general below or on the back of this page.
  - Thank you!