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A Word From The Writing Team (December 2021)

Pam Walter, MFA

Thomas Jefferson University, pamela.walter@jefferson.edu

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A Word from the Writing Team: December 2021

As 2021 comes to an end and you plan 2022, please reach out to the Office for Professional Writing, Publishing, and Communication with your writing and presentations plans. We are here!

New Writing Specialist, Liz Declan

We are excited to introduce our clients and friends to Liz Declan, our new team member, who starts January 3. Liz comes to us with a strong background in writing and academia. She has been teaching writing in the Philadelphia area for several years, including here at Jefferson. As a seasoned educator and excellent presenter, Liz will offer feedback on presentations as well as editing your writing.

Saying farewell to Jen Wilson

As some of you know, Jen Wilson has left the OPWPC to join the editorial staff at *Academic Medicine*. This is a loss for us, but a gain for the journal, and she will continue to be an adjunct here at Jefferson. We wish her well in her new role.

Coming soon — Find the Time: Time Management

Thinking ahead to 2022, do you ever struggle to find time for what matters to you? Maybe you want to write more, or balance your work and home life. The purpose of this virtual workshop is to give you tools and strategies to begin finding the time to do things that you value. Practicing well-tested methods used by some of the most productive people in history, you can enhance how you prioritize commitments and interruptions. We'll look at the big picture of your pie and how to slice it into its most productive pieces.

At the end of this course, participants will be able to:

- Evaluate what they spend their time doing
- Prioritize their activities using the Eisenhower matrix
- Identify where collaboration and delegation would help
- Determine ways to protect time

Instructor: Pamela Walter, MFA

Date: 1/12/2022

Time: 1:00pm – 2:00pm

Location: VIRTUAL - Register to receive link

[\(Register for this workshop\)](#)

As always, please contact me with any questions or requests for help with polishing manuscripts, posters, or presentations.

Wishing you a happy 2022—

Pam

Pamela Walter, MFA
Office for Professional Writing, Publishing, & Communication
Adjunct Faculty, Jefferson College of Life Sciences
Science Communication Series Committee
Thomas Jefferson University
Pamela.Walter@Jefferson.edu