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## A Word From The Writing Team (October 2022)

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## A Word from the Writing Team: October 2022

Fall is here and so are your friendly editors!

### **Upcoming Workshop:**

#### **Find the Time: Time Management**

Instructor: Pamela Walter, MFA

Date: 10/6/2022

Time: 1:00pm – 2:00pm

Location: 200A Scott Library

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

Do you 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 hour of time 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. For example, finding helpful collaborators may help you find time. 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

**PLEASE NOTE: Fall 2022 workshops will be hybrid. You may attend in person in Scott 200A or via Zoom. A link to the Zoom session will be provided approximately 24-48 hours before workshop begins.**

#### **Writing Retreats**

Would your department or campus organization like to hold an all-day or mini writing retreat to work on manuscript drafts or current scholarly projects? Please reach out to [Pamela.Walter@jefferson.edu](mailto:Pamela.Walter@jefferson.edu) or [Liz.Declan@jefferson.edu](mailto:Liz.Declan@jefferson.edu) to schedule, and we will organize and host the retreat.

#### **Consultations**

As a reminder, in addition to our free manuscript editing services, we offer consultations and feedback for scholarly posters and presentations. Do you have an upcoming presentation and would like to practice for a live audience and receive feedback on the content and design? Reach us at the emails above to schedule a virtual or in-person meeting.

#### **East Falls Update**

A donation box across from the Kanbar Campus Center's Information Desk is **collecting sock donations** for the homeless throughout October.

From the [Office for Professional Writing, Publishing, and Communication](#) at Thomas Jefferson University.

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**[CAMPUS CATCH UP:](#)** Join us on Tuesday, October 11, 12:30-1:30pm, outside Scott Library for food, games, and resources. [Learn more.](#)