



Training  
for  
scientists



PRESENTS

# MANAGING YOUR TIME & TASKS WITH MICROSOFT APPS



**Apply now!**

Join this hands-on workshop using a learning-by-doing approach.

In one practical session, participants will explore how to manage time, tasks, bookings, and collaboration using Microsoft Planner, To Do, Bookings, and Loop.

You will test the apps, and discover simple ways to stay organized, prioritize work, and collaborate more effectively.

**Target audience: Administration**

**Instructors: Elena Moreno-Castillo**

**Dates: 19<sup>th</sup> of June (10:00-13:00)**

**Location: Bioinformatics room (CRG Training Center, PRBB Patio)**

**Level: Beginners**

**Maximum n° participants: 18**

Contact [training@crg.eu](mailto:training@crg.eu)



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