



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: 2nd of July (10:00-13:00)

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

Level: Beginners

Maximum n° participants: 18

Contact training@crg.eu



Scan for more information