1. **The Interviewer Says:** “Tell me about a time when you had to be very strategic in order to meet all of your top priorities.”

**Your Response:**

**Situation:** “In my previous role, I was put in charge of the transferring sequence data to an entirely new database system—on top of handling my daily research responsibilities.”

**Task:** “The goal was to have the migration to the new database completed by Q3, without letting any of my own research tasks slip below my targets.”

**Action:** “In order to do that, I had to be very careful about how I managed all of my time. So, I blocked off an hour each day on my calendar to dedicate solely to the migration. During that time, I worked on transferring the data, as well as cleaning out old contacts and updating outdated information. Doing this gave me enough time to chip away at that *project, while still handling my normal tasks.”*

**Result:** *“As a result, the transfer was completed two weeks ahead of deadline and I finished the quarter 10% ahead of my research goal.”*