

Module 3 - Self- and Time Management

Why - Objectives

Time cannot be bought, stored or stopped. Every second that passes is gone forever. In this respect it should be seen as the most precious of all resources and the only way to maximise its potential is to use it well.

What “well” means in this context is a highly individual matter. You will leave the training with many insights into your own patterns and a set of tools to increase effectiveness and efficiency. You will have the opportunity to clarify and prioritise your values and goals and plan tasks and projects that align with your goals. You will identify your particular time wasters and develop strategies to eliminate them from your work pattern. You will learn about your high energy periods and how to focus your attention.

Since planning scientific research projects is becoming increasingly important, one training unit introduces this topic.

What - Topics

<p>Timeline ...how do I deal with time</p> <ul style="list-style-type: none"> • <i>Analysis of my present situation</i> • <i>Different working styles</i> 	<p>Project Management basics ...following the critical path</p> <ul style="list-style-type: none"> • <i>Work Breakdown Structure and estimations</i> • <i>GANTT Chart and milestones</i> • <i>My PhD – a project!</i>
<p>Values and Goals ...what keeps me on track</p> <ul style="list-style-type: none"> • <i>Paradigms that influence my life</i> • <i>Positive outcomes and intrinsic motivation</i> 	<p>Catch the Time Thieves ...hunting for the “cookies”</p> <ul style="list-style-type: none"> • <i>Goodbye procrastination</i> • <i>Decision-making</i>
<p>Priorities! ...first things first</p> <ul style="list-style-type: none"> • <i>Important or urgent?</i> • <i>Effectiveness and efficiency</i> 	<p>Life Balancing ...dealing with stress and strain</p> <ul style="list-style-type: none"> • <i>The four human needs</i> • <i>Energy sources</i>
<p>Effective Time-Management ...how to manage and use time</p> <ul style="list-style-type: none"> • <i>Longterm and shortterm planning</i> • <i>Use of modern planning tools</i> 	

How - Methods

In preparation for the training, participants are invited to keep a time log for 3 days and assess their time wasters. This data will be used in the workshop to evaluate their current use of time and identify opportunities for improvement. The training is delivered as a two-day workshop. The approach includes lectures and discussions to introduce the concepts of self and time management, as well as practical exercises and group work to develop personal skills. It also includes practical short and long term planning.

Selected topics can also be covered in shorter workshops (e.g. 4 hours).

When - Course schedule

Day 1 9:30 – 12:45 and 13.45 – 17:30
Day 2 9:00 – 12:30 and 13:30 – 17:00

Where – Location

A Seminar room at your institute or online via ZOOM.