

## Getting started. The path to a successful doctorate

### Target Group

PhD candidates in an early phase of their project (i.e. in the first year)

### Description

As a PhD candidate you are the project manager of your own PhD project. The Getting Started-Workshop supplies you with the tools you need in order to plan and execute your PhD project as effectively and efficiently as possible. You discuss and test basic strategies and techniques of a good project- and time-management. This allows you to organize yourself and your workload in better ways. Based on your existing working habits, you will learn more about which type of worker you are and how you can further improve your working situation. Depending on the interests of the participants we also deal with such topics as: How to write efficiently? How to communicate with your supervisor? How to deal with stress and crises? How to stay motivated?

### Contents in brief

- Phases of a doctorate degree
- Project-Management
  - Planning with milestones
  - Iterative incremental planning
  - Adjusting plans
- Efficient Time- and Self-Management
  - Setting Priorities
  - 80/20-Rule
  - Pomodoro Technique
  - Structuring your work day
  
- Communication with supervisor
- Efficient Writing

### Methods

- Input and discussion
- Individual and group work
- Coaching techniques

[Die Ausschreibungstexte sind Eigentum von impulsplus, Köln, und dürfen nur in deren Auftrag weitergegeben und/oder vervielfältigt werden.]