

## Self- and Time Management – Half-day Workshop and Coaching

### Why - Objectives

Even under „normal“ circumstances the work environment of most PhD students is characterized by temporarily high workload and many uncertainties. This requires the ability to organize and motivate yourself and to set the right priorities.

As the coronavirus outbreak roils university campuses across the world, early-career scientists are facing several additional challenges: Closing the campus and encouraging social distancing means putting research projects on hold, moving meetings online, halting data collection and rethinking expectations around project timelines. Being confined to your home-office for weeks makes collaborations and social contact more difficult and may lead to psychological stress.

The aim of this workshop is to identify these challenges and discuss individual strategies to improve structures, approaches and learn to balance different needs.

Our topics are:

<b>Self- and Time Management</b>	
<p><b>Timeline</b> ...how do I deal with time</p> <ul style="list-style-type: none"> <li>• <i>Analysis of my present situation</i></li> <li>• <i>Different working styles</i></li> </ul> <p><b>Priorities!</b> ...first things first</p> <ul style="list-style-type: none"> <li>• <i>Important or urgent?</i></li> <li>• <i>Weekly and daily planning</i></li> </ul>	<p><b>Catch the Time Thieves</b> ...hunting for the “cookies”</p> <ul style="list-style-type: none"> <li>• <i>Goodbye procrastination</i></li> <li>• <i>Decision-making</i></li> </ul> <p><b>Life Balancing</b> ...dealing with stress and strain</p> <ul style="list-style-type: none"> <li>• <i>The four human needs</i></li> <li>• <i>Energy sources</i></li> </ul>

### How - Methods

To prepare for the training, participants are invited to keep a time log for 3 days and assess their time wasters. These data will be used in the workshop to evaluate the individual's current usage of time and find options for improvement.

The workshop takes approx. 4 hours. It will involve lectures and discussions to introduce the concepts as well as practical exercises and group work to develop personal skills.

The individual coaching sessions will be 1 hour.

### When - Course schedule

Workshop: 9:00 – 13:00

Individual Coaching Session: 1 hour in the afternoon between 14:00 and 18:00

### Where – Location

Online Workshop via ZOOM. Participants will receive an invitation with the link.