

IRTG-Workshop

Time-Management

How to master your research day and PhD project

SoMaS Summer School 2016

8.7.2016, 09:00-13:00, Mittelwihr, France

A distinguishing feature of a research career is the unstructured nature of the job. Doctoral students, postdocs, and professors are generally masters of their own time. Although this autonomy can be liberating, it can also result in tremendous inefficiency if one does not develop effective time-management tactics. This short workshop covers the most important techniques of time management to master your research and PhD. You will hear about methods to plan in the long term but also how to structure your daily work. You will learn about an effective method for setting priorities, how to work with maximum concentration and how to leave current time killers behind.

Goals

- Knowing how to plan on three different timely horizons
- Knowing an effective method to set priorities
- Knowing a technique to work with maximum concentration

Content

Fundamental requirements for good time management in research

- Working with clear (smart) goals
- Planning time realistically: master plan, weekly and daily planning
- Setting priorities (Eisenhower technique, Pareto principle)
- Getting rid of time-killers
- Working with maximum concentration: silent hour & the Pomodoro technique

Methods

Trainer input, individual, partner, and group work; guided sequences in which participants can develop inner images; group reflection.

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