

Time and Self-Management for Doctoral Candidates

Objective

This online workshop presents useful tools and strategies to improve your time and self-management.

Description

Developing your time and self-management skills in a targeted manner is one of the key challenges, but also one of the biggest learning opportunities for early career researchers and scientists. This workshop offers an overview of the relevant methods and strategies as well as room for reflection and exchange.

Topics covered include:

- Setting and implementing goals
- Planning a research project (project phases, milestones etc.)
- Structuring your daily and weekly schedules
- How to reconcile research, teaching etc. with your private life
- Keeping up motivation: dealing with demotivation, procrastination or writer's block
- In addition, there is room for your specific challenges and questions

Methodology

- Short presentations
- (Small) Group discussions
- Self-reflection
- Individual or small group exercises which help you try out selected time management tools

Trainer



Dr. Matthias Zach
kabeak.de, Jena & Göttingen

- Counsellor for scientists and academics
- Years of experience in universities in Germany, France and Great Britain

Organizational Information

Language / Format	English / Online
Target group	Doctoral Candidates at all stages from all faculties
Date	Tuesday, 21 May 2024, 9:00 – 15:30
Registration	For registration click here