Objective

Achieve amazing productivity and reduce your stress levels in 7 weeks by implementing the productivity secrets that allows to generate results quickly.

Description

Learn from an expert how powerful and transformative a simple and robust productivity system can be. Participate in this implementation program, which is a 7-week training designed to help you implement an agile project and time management system in your research projects. It will transform the way you work and help you achieve new levels of clarity, focus and momentum in your projects, while reducing your stress levels. Additional information incl. interviews with past participants is available here: https://mindmatters.pro/fastforward/

Methodology

• Weekly pre-recorded lectures to watch at your own pace
• Weekly 1-hour live Q&A session via Zoom video conference (Wed 17-18 CET/Berlin between April 24 and June 9; an alternative session on Thursdays may be offered if the number of participants permits; attendance mandatory)
• Self-study workbooks and templates to help you implement the techniques in your projects with actionable feedback on weekly course assignments on a dedicated private community platform (set aside 1-2 hrs a week)
• Private community that allows you to interact with peers
• Personal Productivity Score assessment at the beginning & end of the course

Conditions

This training is for you if you can attend all live Q&A sessions, have a project that you can work on during the training, are ready to work with the tools and techniques and willing to engage with the trainers and your peers on these topics.

This training is not for you if you are just looking for information on personal productivity and project management, can’t take the time to attend the live Q&A sessions and implement the techniques, or are unwilling to engage in discussions with others. Ideally, the project should last at least 3 months from the beginning of the course and at min. 8 weeks. Your project of choice should have a professional context (e.g. research project, writing a paper/thesis, literature search to define a project, job search or similar.)

Time required:

• Please set aside 1 h/week before the course (week of April 17) to complete the onboarding process.
• Approx. 3-4 h/ week (incl. live Q&A session)

Organizational Information

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<thead>
<tr>
<th>Language / Format</th>
<th>English / Online</th>
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<tbody>
<tr>
<td>Target group</td>
<td>Advanced Doctoral Candidates  and Postdocs from all faculties</td>
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| Date              | Kick-off: Monday, 24 April 2023, 10:00 – 11:30  
Weekly Meetings between 24 April - 9 June: Wednesdays, 17:00 – 18:00  
An alternative session may be offered on Thursday - number of participants permitting (only one session per week needs to be attended) |
| Registration      | For registration click here |