Time Management: 
Seven Techniques for more Efficiency

**Objective**
In this class, you find an overview of time management techniques and their scientific background. Watch this deep dive to learn seven different approaches to time management, each one dealing with a different aspect of time management.

**Description**
- How to be efficient: basics for your workflow
- Get to know these following techniques in detail: Pareto Principle, Eisenhower Matrix, distraction list, SMART goal, Eat-the-Frog, building habits, Pomodoro-Technique
- What are the goals of those specific techniques
- Learn about the scientific background

**Conditions**
In cooperation with TwentyOne Skills, GRADE offers about 35 asynchronous online courses. The 3-month sessions start at the beginning of January, April, July and October. Registration is possible at any time. Confirmed participants can access the courses for 3 months at the online platform of TwentyOne Skills. The current registration link can be found here: [https://tinygu.de/en21skills](https://tinygu.de/en21skills)

**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>
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<tr>
<td>Duration</td>
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