Time and Self-Management in Academia

**Objective**

Participants will learn under which conditions they work most effectively and productively without permanently overburdening themselves.

**Description**

While working in academia is to a large extent self-determined, it can be quite demanding because it requires that different types of tasks be carried out on various levels. For most doctoral candidates, it is the first time they have faced the task of independently structuring and implementing a project that will take several years. Additional obligations which are relevant for developing a solid academic profile such as teaching or managing administrative tasks can create considerable time pressure. Participants will identify what type of worker they are. They will learn methods of setting priorities and guidelines for handling tasks effectively. In addition, they will discuss different ways of how to deal with time pressure, stress and motivational issues. Finally they will develop ideas for the appropriate transfer of the acquired knowledge into real life conditions.

Focal points are:
- Flashes of genius or disciplined work management: What makes researchers successful?
- Analysis of the current situation and working environment
- Self-coaching techniques & principles and methods of time- and self-management
- Dealing with different problems such as procrastination, loss of motivation, stress etc.

**Methodology**

- Short presentations
- Group discussions and self-reflection
- Use of worksheets
- Development of time management tools
- Brainstorming and clustering

**Organizational Information**

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<thead>
<tr>
<th>Language</th>
<th>English</th>
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<tbody>
<tr>
<td>Target group</td>
<td>Doctoral Candidates at all stages from all faculties</td>
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<tr>
<td>Date</td>
<td>Wednesday, 1 July 2020, 9:00 – 17:00</td>
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<td>Registration</td>
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**Trainer**

Dr. Matthias Schwarzkopf
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He counsels scientists in all relevant questions concerning their careers. He is a counsellor for people in academia for more than 10 years. With colleagues he has founded www.karriereberatung-akademiker.de