

## Time- and Self-Management in Academia

### Trainer



**Dr. Matthias Zach**  
karriereberatung-  
akademiker.de,  
Jena & Göttingen

- Counsellor for people with academic background
- He has years of experience in universities in Germany, France and Great Britain

### Objective

In this online workshop 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

Language	English
Target group	Doctoral Candidates at all stages from all faculties
Date	Wednesday, 30 June 2021, 9:30 – 16:30
Registration	<a href="#">For registration click here</a>