

If the day only has 24 hours

Time and Self-Management for Predocs

You are just starting or already writing your PhD thesis, have other obligations (job, family, etc) and your day should have more than 24 hours. This seminar will help you to recognize your time eaters, to plan your time better and to set priorities so that both the milestones and the "little" things have their place in your life.

Topics:

- Identifying time traps and developing first steps towards a solution
- Define goals, plan PhD work and other projects
- Set priorities, develop a monthly or semester plan
- Discuss to-do lists and planning tools
- How to deal with stress?

Learning methods:

theoretical input, self-reflection, individual and group work

Course leader

Dr. Andrea Tschirf

doctor of social sciences, university lecturer and author. More than 10 years of leadership experience in the university sector. Since 2001 working as a trainer and coach with a focus on the university area, time management, work-life balance, communication and career planning.

Date: Sept 8, 2021, 9 – 17 h